

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific internship position] at [Company/Organization Name] as advertised [where you found the internship listing]. I am currently a [Your Major] student at [Your University] and am eager to gain real-world experience in [specific field or industry].

During my studies, I have developed skills in [relevant skills or experiences], which I believe will contribute effectively to your team. I am particularly drawn to [aspect of the company or internship that interests you] and am excited about the opportunity to [what you hope to achieve or learn].

I have attached my resume for your review, which details my academic achievements and relevant experiences, including [mention any key projects, roles, or experiences]. I am enthusiastic about the possibility of contributing to [Company/Organization Name] and learning from industry professionals.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team during the internship. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a conversation.

Sincerely,  
[Your Name]