

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific internship title] position at [Company's Name] as advertised [mention where you found the internship listing]. I am currently a [your current status, e.g., sophomore at XYZ University majoring in ABC] and am eager to apply my academic knowledge and skills in a practical environment.

During my studies, I have gained [mention relevant skills or experience that pertains to the internship]. For instance, [provide a brief example of a project, relevant coursework, or previous experience]. I believe these experiences have prepared me to contribute effectively to your team.

I am particularly drawn to [Company's Name] because [mention something specific about the company or its projects that aligns with your interests or values]. I am excited about the opportunity to collaborate with your team and learn from [mention any specific teams, leaders, or projects relevant to the internship].

I am adept at [list any specific skills or tools relevant to the position] and am committed to producing high-quality work. I am looking forward to the opportunity to discuss how I can contribute to [Company's Name]'s goals and gain valuable experience in the field.

Thank you for considering my application. I hope to discuss my application with you further. Please feel free to contact me at [your phone number] or [your email address] to arrange a convenient time for an interview.

Sincerely,
[Your Name]