

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to introduce myself as a [Your Major] student at [Your School's Name] and to express my interest in [specific position, internship, or opportunity].

As a student in [relevant coursework or experience], I have developed skills that I believe align well with [Company/Organization Name]'s goals. My experience in [specific experience related to the company or position] has equipped me with [mention relevant skills].

I am eager to contribute and learn more about [specific area or project related to the company]. I would appreciate the opportunity to discuss how my background and interests might fit with the needs of your organization.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,  
[Your Name]