

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., junior] student studying [Your Major] at [Your University]. I am writing to express my interest in [specific opportunity, e.g., an internship, job, or collaboration] with [Company/Organization Name].

As a dedicated and passionate student in the field of [Your Field], I have gained valuable skills and experiences through [relevant coursework, projects, or previous internships]. I am particularly impressed by [specific aspect of the company or organization, e.g., its mission, projects, values] and believe that my background in [specific skills or experiences] aligns well with your team's goals.

I would welcome the opportunity to discuss how my skills and interests could contribute to [Company/Organization Name]. I am eager to learn from your team and gain practical experience within the field. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]