

[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 [mention where you found the internship listing]. I am currently a [your year, e.g., sophomore] at [Your University] majoring in [Your Major] with a cumulative GPA of [Your GPA].

I am particularly drawn to this internship because [specific reason related to the company or position]. My coursework in [relevant courses] has equipped me with [mention key skills or experiences]. Moreover, my experience with [mention any relevant projects, volunteer work, or previous internships] has honed my [specific skills].

I am excited about the opportunity to contribute to [Company/Organization Name] and learn from your esteemed team. I believe my background and eagerness to learn will make a positive impact on your organization.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,
[Your Name]