

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

[Recipient Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific internship position] at [Company/Organization Name], as advertised on [where you found the listing]. I am currently pursuing a [Your Degree] in [Your Major] at [Your University] and am eager to apply my skills and knowledge in a practical environment.

Throughout my academic career, I have developed a strong foundation in [relevant skills or subjects], which I believe will be beneficial to [Company/Organization Name]. My experience at [any relevant experience or project] has equipped me with [specific skills or competencies], and I am excited about the opportunity to contribute to your team.

I am particularly drawn to this internship because [specific reasons related to the company or position]. I admire [mention any relevant details about the company, culture, projects, or values], and I believe that my passion for [related interest] aligns well with the goals of your organization.

I would be grateful for the opportunity to further discuss how I can contribute to [Company/Organization Name]. I am looking forward to the possibility of collaborating with your team and am excited about the learning experiences this internship offers.

Thank you for considering my application. I hope to hear from you soon to discuss my application in more detail.

Sincerely,  
[Your Name]