

[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 internship position at [Company/Organization Name] as advertised [where you found the listing] on [date]. I am currently a [Your Year, e.g., sophomore] student majoring in [Your Major] at [Your University]. I am eager to apply my academic knowledge and gain hands-on experience in [specific area related to the internship].

During my studies, I have developed a strong foundation in [mention relevant skills or subjects]. I also completed [any relevant projects, courses, or experiences that relate to the internship], which enhanced my [specific skills related to the internship].

I am particularly drawn to [Company/Organization Name] because of [something specific about the company or its projects that appeals to you]. I believe this internship would provide me with the opportunity to contribute to [specific aspects of the company or projects] while gaining valuable insights into [industry or field].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasm for [field or industry] align with the goals of [Company/Organization Name]. I am available for an interview at your convenience and can be reached at [your phone number] or [your email address].

Sincerely,  
[Your Name]