

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]
[Recipient's Name]
[Title]
[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 on [where you found the listing]. I am currently a [your year, e.g., junior] at UCLA majoring in [Your Major] and am excited about the opportunity to contribute to your team while gaining valuable experience in [specific field or industry]. Through my coursework and [any relevant experience, such as projects or previous internships], I have developed a strong foundation in [specific skills or knowledge related to the internship]. I am particularly drawn to [Company/Organization Name] because of [something specific about the company or its projects that interests you], and I am eager to bring my skills in [mention relevant skills] to support your team.

During my time at UCLA, I have successfully [mention a relevant achievement, project, or experience that demonstrates your skills]. This experience taught me [what you learned] and reinforced my desire to pursue a career in [related field]. I am confident that my background and passion for [industry/field] align well with the goals of [Company/Organization Name].

I am looking forward to the possibility of discussing this exciting opportunity with you. Thank you for considering my application. I hope to contribute to the innovative work at [Company/Organization Name] while further enhancing my own skills and experience.

Sincerely,
[Your Name]