

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

Dear [Recipient Name],

I am writing to express my interest in the [Internship Title] position at [Company Name] as advertised on [where you found the internship listing].

I am currently a [Your Year, e.g., sophomore] at [Your University/College] majoring in [Your Major], and I am eager to gain practical experience in [Field/Industry].

Throughout my academic career, I have developed strong skills in [relevant skills or experiences related to the internship]. I am particularly drawn to [Company Name] because of [specific reason related to the company or its projects] and believe that this internship will allow me to contribute while enhancing my knowledge and skills.

I have attached my resume for your review, which provides more details about my background and accomplishments. I am enthusiastic about the opportunity to discuss how I can contribute to your team at [Company Name]. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]