

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the internship position at [Company/Organization Name] as advertised [on your website/internship portal/etc.]. I am currently a [Your Year, e.g., second-year] student studying [Your Major] at the University of Toronto.

During my studies, I have developed skills in [relevant skills or experiences] that I believe align well with the responsibilities of this position. [Briefly discuss a specific experience or project that relates to the internship.]

I am particularly drawn to this internship as it [mention what attracts you to the internship or company, such as their mission, projects, or culture]. I am excited about the opportunity to contribute to [specific project or goal of the company].

Thank you for considering my application. I look forward to the possibility of discussing my application with you further.

Sincerely,  
[Your Name]