

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

[Introduction: State the purpose of your letter, e.g., expressing interest in an internship, job opportunity, or networking.]

[Body: Provide details about your educational background, relevant skills, and experiences. Mention how you can contribute to the company and any specific roles you're interested in.]

[Closing: Thank the recipient for their time, express your hope for a response, and provide your contact information again.]

Sincerely,  
[Your Name]