

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your 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 [where you found the internship]. I am currently a [your year, e.g., sophomore] student at [Your University/College] majoring in [Your Major], and I am eager to gain practical experience in [related field/industry].

During my studies, I have developed key skills in [mention relevant skills or experiences, e.g., research, data analysis, programming], which I believe will be beneficial in the role. For example, [provide a brief example of a related project or coursework].

I am particularly drawn to [Company/Organization Name] because of [mention something specific about the company, e.g., its values, a project they are involved in]. I am excited about the opportunity to contribute to [specific aspect of the company or project] and learn from your experienced team.

I have attached my resume for your review and would welcome the opportunity to further discuss how I can contribute to your team during an interview. Thank you for considering my application. I look forward to the possibility of working together.

Sincerely,  
[Your Name]