

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[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 position at [Company Name], as advertised on [Where You Found the Job Listing]. I am currently a [Your Year, e.g., sophomore] at [Your University] majoring in [Your Major], and I am eager to apply my skills and knowledge in a practical setting.

During my studies, I have developed a strong foundation in [Relevant Skills/Subjects], and I have gained hands-on experience through [Any Relevant Experience, e.g., previous internships, projects, or volunteer work]. I am particularly drawn to this internship because [Reason Why You Are Interested in the Company/Position].

I am enthusiastic about the opportunity to contribute to [Company Name] and to learn from the talented team. I am confident that my skills in [Specific Skills] and my passion for [Industry or Field] will make me a valuable asset during my internship.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team and gain invaluable experience at [Company Name].

Sincerely,  
[Your Name]