

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

Dear [Recipient Name],

I am writing to express my interest in the internship position at [Company/Organization Name] as advertised [mention where you found the internship listing]. I am currently a [Your Major] student at [Your University] and am eager to gain hands-on experience in [relevant field or industry].

Throughout my academic career, I have developed strong skills in [mention relevant skills or areas of study] which I believe will contribute positively to your team. I am particularly drawn to [mention a specific project, value, or initiative of the company], and I am excited about the opportunity to learn and contribute to your organization.

I am enthusiastic about the possibility of working with [specific department or team] and am looking forward to the chance to bring my background in [mention relevant experiences or projects] to your esteemed company.

Thank you for considering my application. I hope to discuss my application with you further.

Sincerely,
[Your Name]