

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

Dear [Recipient Name],

I am writing to formally apply for an internship position at [Company Name] as advertised [mention where you found the internship opportunity]. I am currently a [your year, e.g., sophomore] at [Your University Name] majoring in [Your Major].

I am eager to apply my skills in [mention relevant skills or field, e.g., marketing, software development] and gain practical experience in a dynamic environment like [Company Name]. During my academic journey, I have fostered a strong foundation in [mention any relevant coursework or projects], and I believe this internship would allow me to further develop these skills.

My [mention any relevant experience, e.g., previous internships, volunteer work, projects] has equipped me with [mention relevant skills]. I am particularly drawn to [Company Name] because of [mention something specific about the company or its projects that interests you].

I am enthusiastic about the opportunity to contribute to your team and gain insights into [specific aspects of the industry or company]. I have attached my resume for your review and would welcome the opportunity to discuss how I can contribute to your team.

Thank you for considering my application. I look forward to the possibility of working together.

Sincerely,  
[Your Name]