

[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],

I am writing to express my interest in the internship position at [Company's Name], as advertised [where you found the listing]. With a passion for writing and a strong background in [related experience or studies], I am eager to contribute to your team and enhance my skills in a dynamic and creative environment.

During my time at [Your School/Organization], I [mention any relevant experience, such as writing articles, working on a publication, or any writing-related activities]. This experience has taught me [mention any skills or knowledge gained], which I believe aligns well with the goals of your team.

I am particularly drawn to [mention something specific about the company or its projects that interests you], and I am excited about the opportunity to be part of such an innovative environment. I am confident that my enthusiasm and dedication would make me a valuable asset to your team.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you. Please find my resume attached for more details on my qualifications.

Warm regards,  
[Your Name]