

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

Dear [Recipient Name],

I am writing to express my interest in the [specific internship position] at [Company/Organization Name] as advertised [where you found the internship posting]. I am currently a [Your Year, e.g., junior] at [Your University Name] majoring in [Your Major], and I am eager to apply my skills and passion for [related field/industry] in a professional environment.

During my academic career, I have developed a strong foundation in [relevant skills or experiences related to the internship], including [specific skills or coursework]. My experience with [related projects, work experience, or extracurricular activities] has equipped me with [mention relevant skills or insights]. I am particularly drawn to this internship because [specific reason related to the company or position], and I believe that my background aligns well with the goals of your organization.

I am excited about the opportunity to contribute to [Company/Organization Name] while gaining valuable experience in [area related to the internship]. I am a dedicated and proactive individual, and I am eager to learn from your talented team.

Thank you for considering my application. I look forward to the opportunity to discuss my application in further detail and explore how I can contribute to your team.

Sincerely,

[Your Name]