

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

Dear [Recipient Name],

I am writing to express my strong interest in the internship position at [Company Name] as advertised [where you found the internship posting]. I am currently a [Your Year] student at [Your University], majoring in [Your Major]. I am eager to apply my skills and knowledge in a practical setting and to gain valuable experience in [Specific Field or Industry]. During my studies, I have developed a solid understanding of [Relevant Skills or Topics], which I believe will contribute to the success of your team. In my course [Mention Any Relevant Course or Project], I [Describe a relevant project or experience]. This experience honed my skills in [Relevant Skills] and taught me the importance of [Relevant Lesson]. I am particularly drawn to this internship at [Company Name] because [Explain why you are interested in the company or position]. I admire [Something specific about the company or its projects], and I am excited about the opportunity to learn and contribute to such an innovative environment.

I am available for the internship from [Start Date] to [End Date], and I am flexible with my hours. I am enthusiastic about the possibility of discussing this great opportunity with you. Thank you for considering my application. I look forward to the possibility of contributing to your team at [Company Name].

Sincerely,
[Your Name]