

[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 YHS [specific department or program if applicable]. I am currently a [Your Year, e.g., junior] at [Your University/College] majoring in [Your Major], and I am eager to gain practical experience in [specific field/industry].

During my academic career, I have developed skills in [list relevant skills or experiences], and I believe that my background in [mention relevant coursework or experiences] has prepared me well for this internship. I am particularly drawn to YHS because of [specific reasons related to the company, its projects, or reputation].

I am enthusiastic about the opportunity to contribute to your team while further developing my skills. I am confident that my proactive approach and eagerness to learn would be a valuable asset to YHS.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your esteemed organization.

Sincerely,
[Your Name]