

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

Dear [Recipient's Name],

I am writing to express my interest in the [specific internship position] at [Company/Organization Name] as advertised [where you found the internship listing]. I am currently a [your year, e.g., sophomore] at [Your University/College] pursuing a degree in [Your Major].

I am particularly drawn to this internship because [mention specific reasons related to the company or the position]. I believe my background in [relevant skills or experience] makes me a suitable candidate for this opportunity.

During my time at [Previous Experience or Educational Background], I [describe relevant experience or skills]. This experience has equipped me with [mention skills relevant to the internship].

I am excited about the possibility of contributing to your team and gaining practical experience in [specific area related to the internship]. I am available for an interview at your earliest convenience and can be reached at [your phone number] or [your email address].

Thank you for considering my application. I look forward to the opportunity to discuss my application further.

Sincerely,

[Your Name]

[Your LinkedIn Profile or any other relevant link, if applicable]