

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your 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 on [Where You Found the Internship]. I am currently a [Your Year, e.g., sophomore] at [Your University] majoring in [Your Major], and I am eager to apply my skills and gain practical experience in [specific field or department related to the internship]. During my studies, I have developed a solid foundation in [relevant skills or knowledge related to the position]. Furthermore, my experience with [any relevant experience or projects] has equipped me with [specific skills or qualities related to the internship]. I am particularly drawn to [Company's Name] because of [specific reason related to the company or its projects/values].

I am enthusiastic about the opportunity to contribute to your team and learn from the talented professionals at [Company's Name]. I am confident that my [mention any relevant skills or attributes] would allow me to effectively support your goals during this internship.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team. Please find my resume attached for further details about my background.

Sincerely,  
[Your Name]