

[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 title] at [Company/Organization Name] as advertised on [where you found the internship listing]. I am currently a [your year, e.g., sophomore] studying [your major] at [Your University], and I am eager to apply my skills and knowledge in a practical setting.

Through my coursework and extracurricular activities, I have developed a strong foundation in [relevant skills or subjects related to the internship]. For example, [provide a brief example of a project or experience that is relevant to the position]. This experience has prepared me to contribute effectively to your team.

I am particularly drawn to [Company/Organization Name] because [mention something specific about the company/internship program that appeals to you]. I believe that my background in [your major/field] combined with my passion for [relevant industry or field] will allow me to bring valuable insights and energy to your team.

I am excited about the opportunity to learn from and contribute to [Company/Organization Name] and would be grateful for the chance to discuss my application in further detail. I have attached my resume for your review and would welcome the opportunity for an interview.

Thank you for considering my application. I look forward to the possibility of contributing to your team.

Sincerely,
[Your Name]