

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[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 [specific internship position] at [Company's Name] as advertised [where you found the listing]. With my background in [your field of study/experience] and a passion for [related field/industry], I am eager to contribute my skills and grow professionally through this opportunity.

Currently, I am [your current status, e.g., a junior at XYZ University majoring in ABC, or recently graduated with a degree in ABC]. During my studies, I have gained valuable experience in [mention relevant skills or experiences], which I believe would benefit your team. For instance, [provide a specific example of a project, coursework, or experience that relates to the internship].

I am particularly drawn to this internship at [Company's Name] because [mention something specific about the company or its projects that excites you]. I admire [Company's specific values, projects, or initiatives], and I am excited about the opportunity to contribute to [mention specific projects or goals of the company].

I am a highly motivated individual with excellent [mention soft skills or relevant skills], and I am eager to learn more about [specific area of focus related to the internship]. I am confident that this internship will help me grow while providing support to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company's Name] as an intern. I am excited about the possibility of working with such a talented team and would welcome the chance to interview at your earliest convenience.

Warm regards,

[Your Name]  
[Your LinkedIn Profile (if applicable)]