

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

Dear [Recipient Name],

I am writing to express my interest in the internship program at [Company/Organization Name], which I learned about through [source of information, e.g., your website, a university career fair, etc.]. I am currently a [Your Year, e.g., sophomore] majoring in [Your Major] at [Your University], and I am eager to gain practical experience in [specific field or area related to the internship].

I am particularly drawn to this internship because [specific reason related to the company/organization or role]. I believe my skills in [mention relevant skills or experiences] will enable me to contribute positively to your team.

Enclosed with this letter are my resume and [any other supporting documents, e.g., a cover letter or portfolio], which provide further details about my background and qualifications. I would be thrilled to discuss my application in more detail and explore the potential for contributing to [Company/Organization Name].

Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,
[Your Name]