

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

Dear [Recipient's Name],

I am writing to express my interest in applying for an internship position at [Company/Organization Name] for the [specific period, e.g., summer 2024]. I am currently a [Your Year, e.g., sophomore] majoring in [Your Major] at [Your University/College Name].

I am particularly drawn to [Company/Organization Name] because [specific reason related to the company/organization or its projects]. I believe that an internship at your esteemed organization will provide me with the opportunity to [mention what you hope to learn or achieve, and how it aligns with your career goals].

In my academic pursuits, I have developed skills in [mention relevant skills/experience]. [Optional: Mention any relevant projects, courses, or experiences that demonstrate your qualifications.]

I have attached my resume for your review. I would appreciate the opportunity to discuss my application further and am happy to provide any additional information if needed. Thank you for considering my request. I look forward to the possibility of contributing to your team.

Sincerely,  
[Your Name]