

[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 [mention where you found the internship listing]. I am currently a [your year, e.g., junior] at [Your University] majoring in [Your Major], and I am eager to apply my skills and gain valuable experience in [specific field or area relevant to the internship].

During my studies, I have developed a strong foundation in [relevant skills or knowledge], and my coursework in [specific courses] has prepared me for the challenges of this internship. Additionally, I have gained practical experience through [mention any relevant experience, such as projects, previous internships, or part-time jobs].

I am particularly drawn to [Company's Name] because of [specific reason related to the company or its values/projects]. I admire [mention any known project, value, or recognition], and I believe my background in [your skills/qualifications] aligns well with your team's goals. I am excited about the opportunity to contribute to [specific team or project] and learn from professionals in the field.

I would appreciate the opportunity to further discuss how I can contribute to [Company's Name] and develop my skills during this internship. Thank you for considering my application. I look forward to the possibility of speaking with you soon.

Sincerely,
[Your Name]