

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [specific internship position] at [Company's Name] as advertised [where you found the internship posting]. 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 [related field or specific area] to complement my academic studies. Through my coursework and previous experiences, I have developed [mention any relevant skills or experiences]. I am particularly drawn to [something specific about the company or position], and I believe my background in [related skills or field] aligns well with the goals of your team.

I am excited about the opportunity to contribute to [Company's Name] and to learn from the talented professionals in your organization. I am confident that this internship will provide me with valuable insights and skills that will enhance my future career.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company's Name]. I can be reached at [your phone number] or [your email address] to schedule a conversation.

Sincerely,
[Your Name]