

[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 title] position at [Company's Name] as advertised [where you found the listing, e.g., on your website, LinkedIn]. With my background in [your field of study or relevant experience], I am excited about the opportunity to contribute to your team while further developing my skills.

During my studies at [Your University] in [Your Major], I developed a strong foundation in [relevant skills or knowledge related to the internship]. [Provide a brief example of a project, coursework, or experience that relates to the internship]. This hands-on experience has equipped me with the ability to [mention a relevant skill or competency]. I am particularly drawn to [Company's Name] because of [specific reason related to the company's projects, values, or culture]. I admire [mention any relevant information about the company that resonates with you], and I am eager to learn more about [specific area or project of interest]. I am enthusiastic about the possibility of contributing to [specific team or project within the company] and believe that my skills in [relevant skills] will make me a valuable asset. I am eager to bring my [qualities or skills] to [Company's Name] and gain valuable experience in [specific area related to the internship].

Thank you for considering my application. I would love the opportunity to discuss how my experiences and interests align with the goals of

[Company's Name]. I look forward to the possibility of speaking with you.

Sincerely,
[Your Name]