

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

Dear [Recipient's Name],

I am writing to express my interest in the internship position at [Company/Organization Name], as advertised on [where you found the internship posting]. I am currently a [Your Year, e.g., sophomore] at [Your University/College] majoring in [Your Major], and I am eager to gain practical experience in [specific field or area of focus related to the internship].

During my studies, I have developed skills in [mention relevant skills or experiences], which I believe would be beneficial to your team. [Provide a brief example of a relevant project, coursework, or experience that aligns with the internship role.]

I am particularly drawn to [Company/Organization Name] because of [mention something specific about the company or its projects that interests you]. I admire [talk about any initiatives, values, or goals of the company that resonate with you], and I am excited about the possibility of contributing to your team.

I am looking forward to the opportunity to bring my unique talents to [Company/Organization Name] as an intern. Thank you for considering my application. I am hoping to discuss how my background, skills, and enthusiasms will be in line with the great work being done at [Company/Organization Name]. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email].

Thank you for your time and consideration.

Sincerely,
[Your Name]