

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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] at [Company's Name], as advertised on [where you found the internship posting]. I am currently a [Your Year, e.g., sophomore] student at [Your University/College] majoring in [Your Major]. With my background in [related skills or experiences], I am eager to contribute to your team and further develop my skills in [relevant field/industry].

During my time at [Your University/College], I have gained valuable experience in [mention relevant coursework, projects, or experiences]. Additionally, my [specific skill or experience] has equipped me with [mention how this skill can benefit the company]. I am particularly drawn to this internship at [Company's Name] because [reason specific to the company or position].

I am excited about the opportunity to learn from the talented professionals at [Company's Name] and contribute my [mention any specific skills] to your team. I am confident that my [skills/qualities] would be a great fit for this role.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to [Company's Name] as an intern. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a convenient time for a conversation.

Sincerely,
[Your Name]