

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

Dear [Recipient Name],

I am writing to express my interest in the internship opportunity at YYC as advertised [source of the listing]. I am currently a [Your Current Education Level, e.g., junior] at [Your University Name] majoring in [Your Major], and I am eager to apply my skills and knowledge in a practical setting.

During my studies, I have gained experience in [relevant skills or coursework], which I believe will be valuable in this internship.

[Provide a brief example of a relevant project or experience that highlights your skills]. I am particularly drawn to YYC because [reason specific to the company or its projects].

I am excited about the possibility of contributing to your team and learning from the talented professionals at YYC. Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your organization.

Sincerely,  
[Your Name]