

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

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 job listing]. I am currently a [Your Year, e.g., junior] studying [Your Major] at [Your University] and am eager to apply my skills in a professional environment.

Through my coursework and extracurricular activities, I have developed strong [relevant skills, e.g., analytical, research, communication] skills. [Provide a specific example of a project or experience that relates to the internship.] This experience has prepared me well for the responsibilities outlined in the internship description.

I am particularly drawn to [Company/Organization Name] because of [specific reason related to the company's mission or projects]. I believe my background in [Your Major/Relevant Field] aligns well with the goals of your team, and I am excited about the opportunity to contribute to [specific project or aspect of the company].

I am confident that my passion for [related field/industry] and commitment to [related goal/purpose] will make me a valuable asset to your team. Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company/Organization Name].

Sincerely,
[Your Name]