

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[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 internship opportunity at [Company's Name] for the [specific position or field] as advertised [where you found the internship posting]. As a [Your Major/Field of Study] student at [Your University/College], I am eager to apply my skills and knowledge in a practical setting while contributing to your team.

During my academic career, I have gained a strong foundation in [mention relevant skills or courses related to the internship]. I have also had the opportunity to [briefly describe any relevant experience, projects, or volunteer work]. This experience has equipped me with [mention specific skills or qualities] that I believe would be beneficial to [Company's Name].

I am particularly drawn to this internship because [mention why you're interested in the company or field]. I admire [mention any specific projects, values, or achievements of the company], and I am excited about the potential to learn from the talented team at [Company's Name].

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]