

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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 [where you found the listing]. 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 and learn from professionals in the field.

Throughout my academic career, I have developed a strong foundation in [relevant skills or coursework]. In addition to my studies, I have gained valuable experience through [mention any relevant experience, projects, or volunteer work]. This has enhanced my [specific skills or attributes relevant to the internship].

I am particularly drawn to [Company/Organization Name] because of [specific reason related to the company's mission, projects, or values]. I admire your commitment to [something specific about the company], and I am excited about the opportunity to contribute to [specific projects or goals of the company].

I am eager to bring my [specific skills or qualities] to your team while also gaining hands-on experience and developing my professional abilities. I am confident that this internship will be an invaluable step in my career.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,  
[Your Name]