

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the YYC internship project for [specific project name or focus area]. As a [your current status, e.g., "student at XYZ University" or "recent graduate"] majoring in [your major], I am excited about the opportunity to contribute to [organization's name] while enhancing my skills and gaining practical experience.

[Briefly introduce your background and relevant experience. Mention any specific skills or projects related to the internship.]

I am particularly drawn to this internship because [explain why you are interested in this specific project or organization]. I believe my [mention any specific skills or knowledge] can be valuable in [mention specific ways you can contribute to the project].

Thank you for considering my application for the YYC internship project. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of your organization. Please feel free to contact me at [your phone number] or [your email address] to arrange a conversation.

Sincerely,

[Your Name]

[Your LinkedIn Profile or Other Professional Website (optional)]