

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 a potential internship position at [Company's Name] during [specific time period, e.g., summer 2024]. I am currently a [your major/field of study] student at [Your University/College], and I am eager to apply my skills and gain valuable experience in the [specific field/industry].

During my studies, I have developed [mention any relevant skills or experiences that relate to the internship]. I am particularly drawn to [Company's Name] because [mention what attracts you to the company, e.g., their projects, values, reputation].

I would be grateful for the opportunity to contribute to your team while further enhancing my professional growth. Please find my resume attached for your review. I am looking forward to the possibility of discussing this internship opportunity with you.

Thank you for considering my application.

Sincerely,
[Your Name]