

[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 position] at [Company's Name] as advertised [where you found the listing]. I am currently a [your current status, e.g., sophomore] at [Your School], pursuing a degree in [Your Major].

I am particularly drawn to this internship because [specific reason related to the company or position]. My background in [relevant experience or coursework] has equipped me with the skills necessary to contribute effectively to your team.

During my time at [any relevant experience, e.g., a previous internship, volunteer work], I [describe a relevant accomplishment or responsibility]. This experience has honed my [specific skills related to the internship].

I am excited about the opportunity to work with [Company's Name] and am eager to bring my [mention any relevant skills or characteristics] to your team. I look forward to the possibility of discussing how I can contribute to your organization.

Thank you for considering my application. I hope to hear from you soon.

Sincerely,
[Your Name]