

[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 Title] position at [Company's Name] as advertised on [where you found the internship]. I am currently a [Your Major] student at [Your University] and believe that my skills in [specific skills or experiences related to the internship] make me a strong candidate for this role.

During my time at [Your University or relevant experience], I have developed [relevant skills or projects]. I am particularly excited about the opportunity at [Company's Name] because [specific reason related to the company or its projects].

I look forward to the possibility of contributing to your team and gaining valuable experience in [industry or skill relevant to the internship]. Thank you for considering my application. I hope to discuss my application further.

Sincerely,  
[Your Name]