

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

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

[Paragraph 1: Introduction - State the purpose of your letter and mention the specific internship position you are applying for.]

[Paragraph 2: Body - Describe your qualifications, relevant experiences, and skills that make you a suitable candidate for the internship.]

[Paragraph 3: Conclusion - Express your enthusiasm for the internship opportunity, thank the recipient for their time, and indicate your desire for a follow-up.]

Sincerely,  
[Your Name]