

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

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am currently [Your Status, e.g., a student at XYZ University, pursuing a degree in ABC]. I am writing to express my interest in the internship opportunity at [Company's Name] that I learned about [how you found out about the internship, e.g., through your website, a job fair, etc.]. I am particularly drawn to [Company's Name] because [reason you are interested in the company or its projects]. I believe my background in [your field of study or relevant experience] makes me a strong candidate for this position.

During my time at [previous job, internship, or relevant experience], I [describe a relevant experience, skill, or accomplishment]. I am eager to bring my skills in [specific skills related to the internship] to your team and contribute to [mention any specific projects or goals of the company].

I am looking forward to the opportunity to further discuss how I can contribute to [Company's Name] as an intern. Thank you for considering my application. I hope to hear from you soon to arrange a meeting.

Warm regards,

[Your Name]