

[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 the summer internship position at [Company's Name] as advertised [where you found the internship listing]. I am currently a [your year, e.g., sophomore] at [Your University] majoring in [Your Major], and I believe that my skills and enthusiasm make me a strong candidate for this role.

During my studies, I have developed [mention relevant skills or experiences], which I believe are applicable to this internship position. Additionally, my previous experience at [mention any relevant experience or internship] helped me to [explain what you learned or accomplished]. I am particularly drawn to [Company's Name] because [mention something specific about the company or its projects]. I am excited about the opportunity to contribute to your team and to learn from industry professionals.

Thank you for considering my application. I look forward to the possibility of discussing my candidacy further. Please find my resume attached for your review.

Sincerely,
[Your Name]