

[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],

I hope this letter finds you well. I am writing to express my interest in the unpaid internship opportunity at [Company Name] as advertised on [where you found the internship]. I am currently a [your academic status, e.g., junior] at [Your University/College] majoring in [Your Major], and I am eager to gain practical experience in [field/industry related to the internship].

I am particularly drawn to [Company Name] because [brief reason related to the company or its projects/goals]. I believe that my skills in [relevant skills] and my experience with [relevant experience] will allow me to contribute positively to your team.

Throughout my academic career, I have developed a strong foundation in [relevant coursework or skills], and I am excited about the possibility of applying this knowledge in a real-world setting. Additionally, I am a quick learner, highly motivated, and committed to delivering quality work.

I would be grateful for the opportunity to discuss how I can contribute to your team and learn from the experienced professionals at [Company Name]. Thank you for considering my application. I look forward to the possibility of working with you.

Sincerely,  
[Your Name]