

[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 am writing to express my interest in the [specific internship position] at [Company's Name] as advertised [where you found the internship listing]. I am currently a [your year, e.g., junior] at [Your University] majoring in [Your Major], and I believe my background and skills align well with the requirements of this position.

[In this paragraph, briefly explain why you are interested in the internship and how it relates to your career goals or field of study.]

[In the next paragraph, highlight relevant skills, experiences, or coursework that make you a suitable candidate for the internship. Consider giving specific examples of projects, achievements, or experiences that demonstrate your qualifications.]

I am eager to contribute to [Company's Name] while further developing my skills in [mention relevant skills or areas you wish to grow in]. I am impressed by [mention something specific about the company or its projects], and I am excited about the opportunity to learn from your team.

Thank you for considering my application. I look forward to the possibility of discussing my application in more detail. Please feel free to contact me at [your phone number] or [your email address].

Sincerely,
[Your Name]