

[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 [Internship Position] at [Company's Name] as advertised on [Where You Found the Internship Posting]. I am currently a [Your Current Degree/Field of Study] student at [Your University/College] and I believe my skills and passion make me a great fit for this position.

During my studies, I have gained [mention relevant skills or experiences]. I am particularly interested in [specific aspect of the company or role], and I am eager to contribute to your team.

I am excited about the opportunity to further develop my skills and gain hands-on experience in [industry or field of interest]. I have attached my resume for your review, and I am looking forward to the possibility of discussing how I can contribute to [Company's Name].

Thank you for considering my application. I hope to hear from you soon.

Sincerely,
[Your Name]