

[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 [Internship Position] at [Company's Name] as advertised on [where you found the job listing]. As a [your major] student at [Your University], I am excited about the opportunity to gain practical experience in [specific field or department] and contribute to your team.

During my studies, I have developed strong skills in [relevant skills] and have participated in [relevant extracurricular activities or projects]. I am particularly drawn to [Company's Name] because of [specific reasons related to the company or its projects]. I am eager to bring my enthusiasm, dedication, and willingness to learn to your team.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,  
[Your Name]