

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient's Name  
Title  
Organization Name  
Organization Address  
City, State, Zip Code

Dear [Recipient's Name],

I am writing to express my interest in the [specific research internship position] at [Organization Name] as advertised [mention where you found the internship]. I am currently a [Your Year, e.g., sophomore] at [Your University], pursuing a degree in [Your Major]. With a strong academic background in [mention relevant coursework or experience], I am eager to apply my knowledge and skills in a practical research setting.

During my studies, I have developed a solid foundation in [specific skills related to the internship], which I believe aligns well with the goals of your research team. [You can include a specific project or experience that showcases your abilities]. I am particularly drawn to [mention any specific aspect of the organization or project that interests you], and I am excited about the opportunity to contribute to your team.

I am enthusiastic about the possibility of working under the guidance of experienced researchers at [Organization Name]. I am confident that this internship will not only enhance my skills but also allow me to contribute positively to your ongoing projects. Enclosed is my resume for your review.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further. Please feel free to contact me at your convenience.

Sincerely,  
[Your Name]