

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the internship position at [Company/Organization Name], as advertised on [Where You Found the Internship Posting]. As an Environmental Policy major at [Your University], I am eager to apply my knowledge and skills in a practical setting while contributing to your team's efforts in promoting sustainable practices.

During my studies, I have gained a solid understanding of environmental regulations, policy analysis, and sustainable development. I have also participated in various projects, including [Briefly Describe any Relevant Project or Experience], which have strengthened my research and analytical skills.

I am particularly impressed by [Specific Project or Value of the Company/Organization] and would love the opportunity to contribute to your team's mission. I am a proactive learner, passionate about environmental issues, and excited to bring my commitment to sustainability to [Company/Organization Name].

Thank you for considering my application. I look forward to the opportunity to further discuss how my background, skills, and enthusiasms align with the goals of your organization. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]