

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip]

Dear [Recipient Name],

I am writing to express my interest in the [specific internship position] at [Company/Organization Name], as advertised [where you found the internship listing]. With a strong academic background in [your major or field of study] and a passion for sustainability, I am eager to contribute my skills and enthusiasm to your team.

As a [year in school] at [Your University/College], I have developed a solid foundation in [relevant coursework or projects related to sustainability]. My involvement in [clubs, organizations, or relevant experiences] has further enhanced my ability to [mention relevant skills or techniques]. I am particularly drawn to [specific projects or goals of the company that align with your interests], and I believe that my perspective can add value to your ongoing initiatives.

I am impressed by [something notable about the organization], and I admire your commitment to [describe sustainable practices or values of the company]. I would be thrilled to learn from your expert team and contribute to innovative solutions that promote environmental responsibility.

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

Sincerely,

[Your Name]