

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the summer creative writing internship position at [Company Name] as advertised on [where you found the listing]. I am currently a [Your Year, e.g., sophomore] at [Your University] majoring in [Your Major], and I have a passion for creative writing that I am eager to explore further in a professional setting.

I believe that an internship at [Company Name] would provide me with invaluable experience in [specific skills or experiences related to the internship]. I am particularly drawn to [mention any specific aspects of the company or its projects that interest you], and I am excited about the opportunity to contribute to your team.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you. I have attached my resume for your review, and I am happy to provide any additional information required.

Sincerely,

[Your Name]