

[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 an internship position within your Research and Development team at [Company Name]. As a [Your Degree] student at [Your University], I have developed a strong foundation in [Relevant Skills or Subjects] that I believe align well with the goals of your team.

My passion for [Specific Area of Interest] has driven me to seek opportunities where I can apply theoretical knowledge to practical challenges. I am particularly impressed by [Mention any specific project or initiative by the company], and I am eager to contribute my skills in [Specific Skills or Tools] to assist in your ongoing projects.

Through my academic and project experiences, I have gained valuable skills in [Mention Relevant Experience or Skills], and I am excited about the possibility of further developing them in a dynamic environment such as yours.

I would be grateful for the opportunity to discuss how my background, skills, and enthusiasms can contribute to your team. Thank you for considering my application. I look forward to the possibility of speaking with you.

Warm regards,

[Your Name]