

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Internship Position Title] internship program at [Company's Name], as advertised [where you found the internship listing]. I am currently a [Your Year, e.g., sophomore] student at [Your University] majoring in [Your Major], and I am eager to apply my skills and knowledge in a real-world setting.