

[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 potential internship opportunities at [Company Name]. I am currently a [Your Year, e.g., sophomore] at [Your University], majoring in [Your Major]. I believe that my skills in [relevant skills or experiences] would make me a valuable addition to your team.

During my studies and past experiences, I have gained hands-on knowledge in [mention any relevant experiences or projects]. I am particularly drawn to [Company Name] because of [mention any specific reasons related to the company or its projects].

I am eager to contribute my enthusiasm and commitment to learning to your organization. Enclosed is my resume for your review. I hope to discuss the possibility of an internship opportunity at your convenience.

Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,

[Your Name]