

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the internship opportunity at [Company's Name] as advertised on [Where You Found the Internship]. I am currently a [Your Year] student pursuing a degree in [Your Major] at [Your University], and I am eager to apply my skills and enthusiasm to your team.

Through my academic projects and coursework, I have developed a strong foundation in [Relevant Skills or Subjects Related to Internship]. I am particularly drawn to [Company's Name] because of [Specific Reason Related to the Company or Their Projects].

I have attached my resume and [any other documents] for your review. I would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name].

Thank you for considering my application. I look forward to the possibility of contributing to your team and learning from the talented professionals at [Company's Name].

Sincerely,

[Your Name]