

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally request your consideration for an internship position at [Company Name] for the [specific term, e.g., Summer 2024]. I am currently a [Your Major/Field of Study] student at [Your University/College] and am eager to apply my skills and knowledge in a practical setting.

Having researched [Company Name]'s projects and values, I am particularly impressed by [mention any relevant project or value]. I believe that an internship at your company would provide me with invaluable experience and the opportunity to contribute to [specific area or project].

Enclosed with this letter is my resume, which provides further details about my educational background and skills. I would be grateful for the opportunity to discuss my application in more detail and how I might contribute to your team.

Thank you for considering my request. I am looking forward to the possibility of working with [Company Name].

Warm regards,
[Your Name]