

[Your Name]
[Your Address]
[City, State ZIP Code]
[Your Email Address]
[Your Phone Number]

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State ZIP Code]

Dear [Recipient Name],

I am writing to express my interest in the [Internship Position] at [Company Name], as advertised on [where you found the position]. I am currently a [your current education status] at [Your School/University], and I believe that my skills and experiences make me a strong candidate for this internship opportunity.

[Briefly mention your relevant coursework, experiences, or skills that align with the internship requirements. Provide examples that highlight your qualifications.]

I am eager to contribute to [Company Name] and to gain valuable hands-on experience in [industry/field]. Thank you for considering my application. I look forward to the opportunity to discuss how my background and skills can be of value to your team.

Sincerely,

[Your Name]