

# Request for Undergraduate Research Internship

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

[Recipient's Name]  
[Department/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in a research internship opportunity within your esteemed [department/laboratory] at [University/Organization Name]. I am currently pursuing my undergraduate degree in [Your Major] at [Your University], and I am eager to apply my knowledge and skills in a practical research setting.

Throughout my academic career, I have developed a strong foundation in [relevant skills or subjects], and I am particularly interested in [specific research area or project]. I believe that an internship with your team would provide me with invaluable experience and contribute to my professional growth.

I am available for an internship during [specify your availability], and I am willing to assist with any ongoing projects or research initiatives. I am enthusiastic about the possibility of collaborating with you and the team, and I am eager to contribute my passion and dedication to your work.

Thank you for considering my request. I have attached my resume for your review, and I would be grateful for the opportunity to discuss my application further. Please feel free to contact me at your convenience.

Sincerely,

[Your Name]