

Request for Non-Profit Internship Opportunity

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Recipient Name]

[Non-Profit Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in a potential internship opportunity at [Non-Profit Organization Name]. As a [Your Major/Field of Study] student at [Your University/College], I have developed a passion for [Related Field or Cause] and am eager to contribute to your organization's efforts.

Throughout my academic journey, I have gained valuable skills in [list relevant skills or experiences], which I believe align with the goals of [Non-Profit Organization Name]. I am particularly drawn to [specific project, value, or cause related to the organization], and I am excited about the possibility of applying my knowledge and enthusiasm to support your initiatives.

I would be grateful for the opportunity to discuss any available internships or volunteer positions within your organization. I am flexible with my availability and am willing to start as soon as possible. Thank you for considering my request. I look forward to the possibility of contributing to [Non-Profit Organization Name].

Sincerely,

[Your Name]