

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., sophomore] student pursuing a degree in [Your Major] at [Your University]. I am writing to inquire about potential internship opportunities within your esteemed [Company/Organization] for the upcoming winter season.

With a strong passion for hospitality and experience in [briefly mention any relevant experience or skills], I am eager to contribute to your team and learn more about the industry. I admire [mention any specific aspect of the company/organization], and I believe that an internship at [Company/Organization Name] would be an invaluable opportunity for me.

If there are any current or upcoming internship positions, I would greatly appreciate any information you could provide regarding the application process. Thank you for considering my inquiry. I look forward to the possibility of discussing this further.

Warm regards,

[Your Name]