

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., junior] studying [Your Major] at [Your University]. I am writing to inquire about potential internship opportunities within [Company Name], specifically in the pharmaceutical division.

I have developed a strong interest in [specific area of interest related to pharmaceutical industry], and I believe that an internship at [Company Name] would provide me with valuable experience and insight into the field. I am particularly drawn to [mention any specific project or value of the company], and I am eager to contribute my skills and knowledge to your team.

Attached to this letter is my resume for your consideration. I would greatly appreciate any information regarding internship openings or the application process. Thank you for your time, and I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

[Your Name]