

Inquiry for Research Internship

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inquire about potential research internship opportunities within [specific department or project] at [Company/Organization Name]. I am currently a [your degree program] student at [Your University], and I am eager to gain hands-on experience in [specific area of research].

My academic background in [relevant subjects or coursework] and my passion for [specific field or interest] have prepared me to contribute positively to your team. I am particularly interested in [mention any specific projects, topics, or research areas of the company].

I would appreciate any information regarding available internship positions or the possibility of future openings. Thank you for considering my inquiry. I look forward to your response.

Sincerely,

[Your Name]