

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's 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 an undergraduate student pursuing a degree in Architecture at [Your University]. I am writing to inquire about any potential internship opportunities at [Company's Name] for the upcoming [Summer/Fall] semester.

Having developed a strong foundation in architectural design and theory through my coursework, I am eager to gain practical experience and contribute to innovative projects within your esteemed firm. I am particularly impressed by [mention any notable project or aspect of the company], and I believe that my skills in [mention specific skills relevant to the company, e.g., AutoCAD, SketchUp, etc.] would be a valuable addition to your team.

I would greatly appreciate the opportunity to discuss any internship openings and learn more about your work at [Company's Name]. Please let me know if there is a suitable time for us to connect. Thank you for considering my inquiry, and I look forward to your response.

Sincerely,

[Your Name]