

Internship Proposal Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to propose an internship opportunity with [Company/Organization Name] for the upcoming [semester/summer/etc.]. I am currently an architecture major at [Your University] and am eager to gain practical experience in the field.

Through my studies, I have developed a strong foundation in design principles, architectural theory, and technical skills using tools such as AutoCAD and Revit. I am particularly drawn to [specific area of interest related to the company's work], and I believe that an internship at [Company/Organization Name] would provide invaluable experience.

I am keen to contribute to your projects and learn from your esteemed team of professionals. I am available [insert availability] and can work [full-time/part-time] during the internship period.

Thank you for considering my proposal. I am looking forward to the opportunity to discuss how I can contribute to your team and further develop my skills in architecture.

Warm regards,

[Your Name]