

Internship Request Letter

[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 am writing to express my interest in a business administration internship position at [Company Name]. As a [Your Year, e.g., junior] student pursuing a degree in Business Administration at [Your University], I am eager to apply my academic knowledge in a real-world setting and contribute to your team.

I have developed strong analytical and communication skills through my coursework and have had practical experience in [mention any relevant experience, projects, or skills]. I believe that an internship at [Company Name] would provide me with invaluable hands-on experience while allowing me to contribute positively to your organization.

I am particularly drawn to [Company Name] because [include a brief reason related to the company's values, projects, or culture]. I am enthusiastic about the opportunity to meet and learn from your esteemed team.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you. I am available for an interview at your convenience and can be reached at [your phone number] or [your email address].

Sincerely,

[Your Name]