

Request for Business Internship Position

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in a business internship position at [Company's Name]. As a [Your Major] student at [Your University], I have developed a strong foundation in [relevant skills or experiences], and I am eager to apply my knowledge in a practical setting.

I am particularly drawn to [Company's Name] because of [specific reason related to the company], and I believe that my skills in [mention skills] would be a valuable addition to your team. I am eager to learn and contribute to your projects.

I have attached my resume for your review. I would appreciate the opportunity to discuss how I can contribute to your team further. Thank you for considering my application. I look forward to the possibility of working together.

Sincerely,

[Your Name]