

# Internship Request for Media and Communications Role

[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 am writing to express my interest in the Media and Communications internship at [Company's Name], as advertised on [Where You Found the Internship]. I am currently a [Your Degree] student at [Your University], specializing in [Your Specialization], and I am eager to gain hands-on experience in the media industry.

Throughout my academic career, I have developed strong skills in [List Relevant Skills], demonstrated through my projects and coursework. I am particularly drawn to [Company's Name] because of [Specific Reason Related to the Company], and I admire [Mention Any Relevant Projects or Values of the Company].

I am excited about the opportunity to contribute to your team and learn from experienced professionals in the field. I am available for an internship [mention your availability], and I would be thrilled to discuss how my skills and enthusiasm align with the goals of [Company's Name].

Thank you for considering my application. I look forward to the possibility of working with you and contributing to your esteemed organization.

Sincerely,  
[Your Name]