

Summer Legal Internship Inquiry

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company 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 a [Your Year, e.g., second-year] law student at [Your Law School Name]. I am writing to inquire about potential summer internship opportunities within [Company/Organization Name] for the upcoming summer.

I am particularly interested in [specific areas of law or projects relevant to the organization], and I believe that an internship at your esteemed firm would provide valuable hands-on experience. I am eager to contribute to your team and learn from your expertise.

I have attached my resume for your review. I would be grateful if we could discuss any available opportunities or the possibility of doing an informational interview at your convenience.

Thank you for considering my inquiry. I look forward to your reply.

Sincerely,

[Your Name]