

Request for Legal Internship Opportunity

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Firm/Organization Name]

[Firm/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in a legal internship opportunity at [Firm/Organization Name]. I am currently a [Your Year] student at [Your Law School/University], and I am eager to gain practical experience in the field of law.

As part of my academic journey, I have developed a strong foundation in [mention relevant areas of law or skills]. I am particularly drawn to [specific area of law related to the firm/organization], and I believe that an internship with your esteemed organization will provide me with invaluable insights and practical experience.

I am available for an internship [mention availability, e.g., summer, part-time during school, etc.] and am flexible with the start date. I have attached my resume for your review, and I would welcome the opportunity to discuss how I can contribute to your team while furthering my legal education.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

[Your Name]