

Internship Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am a high school student at [Your School Name], currently pursuing my interest in mechanical engineering. I am writing to inquire about the possibility of an internship position at [Company Name] for [insert time frame, e.g., summer 2024].

I am eager to gain practical experience and learn from the innovative team at [Company Name]. Through my coursework in science and mathematics, I have developed a strong foundational understanding of engineering principles and I am keen to apply this knowledge in a real-world environment.

I am particularly impressed by [mention any specific projects or values of the company], and I believe that an internship at your esteemed company would be an invaluable opportunity to advance my skills.

Thank you for considering my request. I would be grateful for the chance to discuss any potential opportunities. I look forward to your positive response.

Sincerely,

[Your Name]