

Letter of Request for Teaching Internship

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Title/Position]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in a teaching internship at [Institution/Organization Name]. I am currently a [Your Major/Field of Study] student at [Your University/College] and am eager to gain practical teaching experience.

Throughout my studies, I have developed a strong foundation in [relevant skills or subjects], and I am particularly passionate about [specific area of interest]. I believe that an internship at your esteemed institution will provide me with valuable hands-on experience while contributing to your team.

I would greatly appreciate the opportunity to discuss my application further and how I can contribute to your program. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]