

# Internship Request Letter

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

[Recipient's Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the internship opportunity in marine biology at [Company/Organization Name], as advertised on [where you found the internship posting]. I am currently a [Your Year, e.g., junior] at [Your University], majoring in Marine Biology, and I am eager to gain hands-on experience in this field.

Throughout my studies, I have developed a strong foundation in marine ecosystems, species behavior, and conservation strategies. I have also participated in [mention any relevant coursework, projects, or experiences], which have enhanced my research and analytical skills.

I am particularly drawn to [specific aspect of the company or project], and I believe that this internship will provide me with the opportunity to apply my knowledge while contributing to your team's efforts in [related project or initiative].

I am available for an internship from [start date] to [end date], and I am flexible with hours and responsibilities. I would be delighted to discuss my application further and explore how I can contribute to your organization.

Thank you for considering my application. I look forward to the possibility of contributing to your team and am happy to provide any additional information required.

Sincerely,  
[Your Name]