

Formal Request for Internship in Finance and Banking

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in applying for an internship position within the finance and banking department of [Company Name]. I am currently a [Your Year, e.g., junior] at [Your University] pursuing a degree in [Your Major]. I am eager to gain hands-on experience and enhance my skills in the financial sector.

Throughout my academic career, I have developed a solid foundation in financial management, investment analysis, and economic principles. I believe that an internship at [Company Name] would provide me with the opportunity to apply my knowledge in a real-world setting and learn from experienced professionals.

I am particularly impressed by [mention any specific project, initiative, or value of the company] and would be thrilled to contribute to your team. I am a dedicated, proactive individual with a strong work ethic and the ability to work collaboratively in a team environment.

I would appreciate the opportunity to discuss my application and any potential internship openings. Thank you for considering my request. I look forward to hearing from you soon.

Sincerely,

[Your Name]