

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inquire about potential internship opportunities within your esteemed sociology research program for the upcoming [specific term/year]. As a [your year, e.g., junior] studying sociology at [Your University], I am eager to gain practical experience in research and contribute to impactful projects in the field.

[A brief sentence about your specific interests in sociology, or any relevant coursework or projects you have completed that relate to the internship.]

I would greatly appreciate any information regarding available internship positions, application procedures, and any prerequisites required to apply. Additionally, I would be grateful if you could clarify the application deadlines.

Thank you for considering my inquiry. I look forward to your response.

Sincerely,

[Your Name]