

Internship Request Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in an internship opportunity within [Company's Name] as an aspiring interior designer. I am currently a [Your Year, e.g., sophomore or junior] at [Your University], pursuing a degree in Interior Design.

With a strong foundation in design principles and a passion for creating aesthetically pleasing and functional spaces, I believe I would be a valuable addition to your team. I have experience with [mention any relevant skills or software, e.g., AutoCAD, SketchUp], and I have completed projects that showcase my ability to blend creativity with practicality.

I am particularly drawn to [mention any specific projects or aspects of the company], and I admire how [Company's Name] [mention any achievements of the company]. I am eager to learn from your talented team and contribute to ongoing projects.

I would be grateful for the opportunity to discuss my internship application further. Thank you for considering my request. I look forward to the possibility of contributing to [Company's Name].

Sincerely,

[Your Name]