

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

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

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently pursuing a degree in Interior Design at [Your University/College]. I am reaching out to inquire about any internship opportunities available within your esteemed organization.

With a strong passion for creating functional and aesthetically pleasing spaces, I have developed skills in [mention relevant skills or software]. I am eager to apply my knowledge and gain hands-on experience in the interior design field.