

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 a [Your Year, e.g., junior] studying [Your Major] at [Your University]. I am writing to inquire about potential internship opportunities within [Company's Name].

I am particularly interested in consulting due to my passion for problem-solving and helping organizations improve their performance. I have gained relevant skills through my coursework and previous internships, including [briefly mention relevant experiences or skills]. I am eager to apply my knowledge in a practical setting and contribute to your team.

Thank you for considering my inquiry. I look forward to the possibility of discussing this further. Please feel free to reach out to me at your convenience.

Sincerely,

[Your Name]