

Internship Request Letter

Date: [Insert Date]

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

[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 pursuing an industrial engineering internship at [Company's Name]. I am currently a [Your Major] student at [Your University] with a strong passion for improving processes and enhancing efficiency in the manufacturing and operations sector.

During my studies, I have gained a solid foundation in various industrial engineering principles including process optimization, quality control, and supply chain management. I am eager to apply my theoretical knowledge in a practical setting, and I believe that [Company's Name] is the ideal place to do so due to its commitment to innovation and excellence in the industry.

I would appreciate the opportunity to contribute to your team and gain hands-on experience through this internship. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email Address].

Thank you for considering my application. I look forward to the possibility of discussing my internship opportunity at [Company's Name].

Sincerely,

[Your Name]