

Letter of Request for Library Internship Placement

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I am writing to express my interest in an internship placement at [Library's Name] for the upcoming [mention term, e.g., summer, fall] semester. I am currently a [Your Year, e.g., junior] student at [Your University/College Name], majoring in [Your Major]. I am eager to gain practical experience in library science and believe that your institution would provide an invaluable learning environment.

Throughout my academic journey, I have developed a strong passion for [mention specific areas of interest, e.g., information organization, community engagement], and I am particularly impressed by [mention something specific about the library]. I am enthusiastic about the opportunity to contribute to your team while furthering my understanding of library operations.

I am available for an interview at your convenience and can be reached by email at [Your Email] or by phone at [Your Phone Number]. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]