

# Internship Inquiry

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., junior] student at [Your University] majoring in [Your Major]. I am writing to inquire about potential internship opportunities within your esteemed tourism and travel office.

With a strong passion for travel and tourism, combined with my academic background, I believe I can contribute positively to your team while gaining invaluable hands-on experience. I am particularly interested in [mention any specific areas of interest related to the office's work, like marketing, client relations, etc.].

I would greatly appreciate it if you could let me know about any available internship positions and the application process. Thank you for considering my inquiry. I look forward to the possibility of working together.

Sincerely,

[Your Name]  
[Your Phone Number]  
[Your Email Address]  
[Your Address]