

Internship Request for Front Desk Operations

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 an internship position in Front Desk Operations at [Company's Name]. I am currently a [Your Year, e.g., junior] student at [Your University/College], pursuing a degree in [Your Major]. I am keen on gaining practical experience in the hospitality industry, and I believe your organization would be the ideal place for me to develop my skills.

My coursework has provided me with a strong foundation in customer service, communication, and organizational skills, all essential for a front desk operations role. I am eager to contribute positively to your team while gaining hands-on experience that will complement my academic background.

I am available for an internship from [Start Date] to [End Date], and I am open to discussing any scheduling preferences you may have. I would be grateful for the opportunity to further discuss my application and how I can contribute to your esteemed establishment.

Thank you for considering my request. I look forward to the possibility of contributing to your team and learning from the talented professionals at [Company's Name].

Sincerely,

[Your Name]