

Internship Request for Guest Relations Role

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 am writing to express my interest in the internship position in Guest Relations at [Company's Name]. I am currently a [Your Current Academic Status] at [Your Institution], majoring in [Your Major]. My passion for hospitality and my commitment to enhancing guest experiences make me a suitable candidate for this role.

During my academic journey, I have gained valuable skills in communication, problem-solving, and teamwork. I am eager to apply these skills in a practical setting and learn from the esteemed team at [Company's Name]. I believe this internship will be a significant step toward achieving my career goals in the hospitality industry.

I am available for a meeting at your earliest convenience and can be reached at [Your Phone Number] or [Your Email]. Thank you for considering my application. I look forward to the opportunity to contribute to your team.

Sincerely,

[Your Name]