

Formal Request for Internship in Supply Chain Management

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Recipient's Title
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to express my interest in obtaining an internship position in supply chain management at [Company Name]. As a [Your Degree] student at [Your University] with a strong focus on supply chain operations, I am eager to apply my classroom knowledge in a real-world setting.

I have developed skills in [mention any relevant skills or experience that relate to supply chain management, such as data analysis, inventory management, etc.], and I am particularly impressed by [specific aspect of the company's supply chain or recent project]. I am excited about the opportunity to contribute to your team and learn from professionals in the field.

Enclosed with this letter is my resume, which provides further details about my academic and extracurricular achievements. I would be grateful for the opportunity to discuss my application in more detail and explore how I can contribute to [Company Name].

Thank you for considering my request. I look forward to the possibility of contributing to your esteemed company as an intern.

Sincerely,
[Your Name]