

# Inquiry Regarding Internship Opportunities

Dear [Librarian's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., sophomore] at [Your University] majoring in [Your Major]. I am writing to inquire about any potential internship openings at [Library Name] for the upcoming [specific term, e.g., summer 2023].

Having a strong passion for literature and community service, I am eager to gain hands-on experience in a library setting. I believe that interning at [Library Name] would not only enhance my skills but also allow me to contribute positively to your team.

If possible, I would appreciate any information regarding available internship positions, including application procedures and deadlines. Thank you for considering my inquiry. I look forward to your response.

Sincerely,  
[Your Name]  
[Your Contact Information]  
[Your University]