

Internship Request Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient's Name]
[Library Name]
[Library Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in an internship position at [Library Name]. As a dedicated student pursuing a degree in Library Science at [Your University], I am eager to gain practical experience and contribute to your team.

I have a strong academic background in information management, cataloging, and research methods, and I am particularly interested in [specific area of interest relevant to the library]. I believe that interning at [Library Name] would provide me with the invaluable opportunity to enhance my skills while learning from experienced professionals in the field.

Attached to this letter is my resume, which provides further details about my academic achievements and relevant coursework. I would appreciate the opportunity to discuss how I can contribute to [Library Name].

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]