

# Request for Hospitality Management Internship

[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 hope this letter finds you well. My name is [Your Name], and I am a [Your Year, e.g., sophomore] student at [Your University], majoring in Hospitality Management. I am writing to express my interest in securing an internship position at [Company's Name] for the upcoming [season/year].

As a dedicated student with a passion for the hospitality industry, I have acquired foundational knowledge in various areas, including customer service, event planning, and hotel management. I am eager to apply my skills in a practical setting and contribute positively to your esteemed organization.

I have admired [Company's Name] for its commitment to excellence in customer service and innovative approach to hospitality. I am particularly impressed by [mention any specific projects or values of the company], and I believe an internship with your team would provide me with invaluable experience and insight.

I have attached my resume for your consideration. I would greatly appreciate the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. Thank you for considering my application. I look forward to the possibility of contributing to your team.

Sincerely,

[Your Name]