

# Internship Inquiry Letter

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 hope this letter finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., junior] at [Your University] majoring in [Your Major]. I am writing to inquire about potential internship opportunities in the supply chain department at [Company's Name].

With a keen interest in supply chain management and a strong academic background in [mention relevant coursework or projects], I am eager to gain practical experience in this field. I am particularly drawn to [mention any specific aspect of the company or its supply chain practices that intrigue you].

I would greatly appreciate any information you could provide regarding internship opportunities or the selection process. Additionally, I would be grateful for any advice or resources you might recommend for someone pursuing a career in supply chain management.

Thank you for your time and consideration. I look forward to the possibility of discussing internship opportunities with you in the future.

Sincerely,  
[Your Name]