

Request for Internship Opportunity in Digital Media

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in securing an internship opportunity within your esteemed digital media department at [Company Name]. As a [Your Major/Field of Study] student at [Your University/College], I have developed a passion for digital media, and I am eager to gain hands-on experience in a professional setting.

Throughout my academic journey, I have honed my skills in [mention relevant skills or software, e.g., video editing, content creation, social media management], which I believe align perfectly with the goals of your team. I am particularly drawn to [a specific project or aspect of the company], and I am excited about the possibility of contributing to your initiatives.

I am available for an internship starting [mention your availability], and I am willing to commit [mention how many hours per week, if needed]. I would greatly appreciate the opportunity to discuss how my background, skills, and enthusiasm can be beneficial to [Company Name].

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

Sincerely,

[Your Name]