

Request for Internship Opportunity in Finance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient 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] pursuing a degree in Finance. I am writing to express my interest in the possibility of an internship opportunity at [Company Name] for the upcoming [specific term, e.g., summer 2024] season.

As I explore potential career paths in the finance sector, I am particularly drawn to [specific area of interest within finance, e.g., investment banking, financial analysis]. I believe that an internship with [Company Name] would provide invaluable practical experience and insights into the field.

I have gained relevant skills through my coursework and [mention any relevant experience, such as previous internships or projects]. I am eager to apply what I have learned in a real-world setting and contribute to your team at [Company Name].

I would greatly appreciate the opportunity to discuss this further and explore any available internship openings. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]