

# Request for Internship Opportunity

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 message finds you well. I am writing to express my strong interest in an internship opportunity within the graphic design department at [Company's Name]. As a [Your Current Level, e.g., sophomore] studying [Your Major] at [Your University], I am eager to apply my skills in a professional setting and learn from the talented team at your esteemed company.

I have developed a solid foundation in graphic design through my coursework and personal projects, where I gained proficiency in software such as Adobe Creative Suite. I am particularly impressed by [specific project or value of the company] and believe that this internship would provide an invaluable experience to contribute to meaningful projects.

Enclosed with this letter is my resume, which provides further details on my academic achievements and design projects. I would greatly appreciate the opportunity to discuss how I can contribute to [Company's Name] as an intern. Please let me know a convenient time for us to meet.

Thank you for considering my application. I look forward to hearing from you soon.

Sincerely,

[Your Name]