

Request for Internship Opportunity

Your Name
Your Address
City, State, Zip Code
Your Email
Your Phone Number
Date

Recipient's Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to express my interest in an internship opportunity within the Human Resources department at [Company Name]. As a [Your Degree] student at [Your University], I am eager to apply my academic knowledge and gain practical experience in the field of human resources.

Throughout my studies, I have developed a strong understanding of various HR principles, including recruitment, employee relations, and performance management. I am particularly impressed by [Company Name]'s commitment to [specific value or initiative of the company], and I believe that my skills would be an excellent fit for your team.

I am eager to contribute to your organization while learning from knowledgeable professionals in the field. I am available for an internship starting [desired start date] and am open to discussing flexible working hours.

Thank you for considering my request. I look forward to the possibility of discussing this exciting opportunity with you. Please feel free to contact me at [Your Phone Number] or [Your Email].

Sincerely,
[Your Name]