

Internship Request Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient's Name]
[Institution/Company Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in pursuing an internship opportunity within the [specific research field] at [Institution/Company Name]. I am currently a [Your Year, e.g., sophomore, junior] at [Your University/College] studying [Your Major]. I am eager to gain hands-on experience and expand my knowledge in the field of research.

My academic background and my passion for [mention specific area of interest] have inspired me to seek an internship that will allow me to develop practical skills and contribute to ongoing projects in your esteemed organization. I am particularly impressed by [mention any specific research/project related to the institution/company], and I believe that this internship would be an invaluable opportunity for me.

I am available for an internship starting [insert availability date]. Please find my resume attached for your consideration. I look forward to the possibility of discussing this exciting opportunity with you.

Thank you for considering my application. I hope to hear from you soon.

Sincerely,
[Your Name]