

[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 hope this message finds you well. My name is [Your Name], a [Your Year, e.g. "junior"] at [Your University/College] majoring in [Your Major]. I am reaching out to inquire about internship opportunities within your esteemed IT department for the upcoming [specify term, e.g. "summer 2024"] term.

I am particularly interested in gaining hands-on experience in [specific technologies or areas of interest, e.g. "software development, cybersecurity, etc."] and I am impressed by [mention any specific projects or values of the company]. I believe that an internship at [Company Name] would provide invaluable experience.

I would greatly appreciate any information regarding available internship positions, application procedures, or any suggestions you may have for a prospective candidate like myself.

Thank you for your time and consideration. I look forward to the possibility of contributing to your team and learning from your expertise.

Sincerely,
[Your Name]