

# Internship Application Inquiry

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message 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 [Your Major]. I am writing to inquire about potential internship opportunities within the marketing department at [Company Name].

With a strong passion for marketing and hands-on experience through [specific experiences or classes relevant to marketing], I am eager to contribute to your team while gaining valuable industry experience. I would love to learn more about any internship positions available for [specific time period, e.g., Summer 2024].

Thank you for considering my inquiry. I look forward to the opportunity to discuss my application, and I am hopeful to hear back from you soon. Please let me know if you require any further information.

Sincerely,

[Your Name]