

# Internship Inquiry Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inquire about potential internship opportunities in the engineering department at [Company Name]. I am currently a [Your Year, e.g., sophomore] studying [Your Major] at [Your University], and I am eager to gain hands-on experience in the field.

With a background in [Relevant Skills or Courses], I am particularly interested in [Specific Area of Interest related to Engineering]. I am enthusiastic about the possibility of contributing to your team while continuing to develop my skills.

I would appreciate any information regarding internship openings and the application process. Thank you for considering my inquiry. I look forward to the possibility of discussing this in further detail.

Sincerely,

[Your Name]