

Internship Request Letter

Date: [Insert 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 position within the Human Resources program at [Company Name]. I am currently a [Your Current Year, e.g., junior] studying [Your Major] at [Your University]. With my coursework in human resources management and my passion for fostering a positive workplace environment, I am eager to gain practical experience in the field.

I believe that an internship at [Company Name] would provide me with the opportunity to develop my skills and contribute to your team. I am particularly drawn to [Company Name] because of [specific reason related to the company or its HR practices], and I am excited about the possibility of learning from such a dynamic workforce.

Enclosed is my resume for your review. I would appreciate the opportunity to discuss my application in further detail and explore how I can contribute to your team. Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email]