

# Letter of Request for Nonprofit Internship Consideration

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

[Recipient's Name]  
[Nonprofit Organization's Name]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in an internship opportunity at [Nonprofit Organization's Name]. As a [Your Major] student at [Your University], I am eager to gain hands-on experience in the nonprofit sector and contribute to your organization's mission of [Briefly Mention Organization's Mission].

My academic and volunteer experiences have equipped me with skills in [mention relevant skills or experiences related to the nonprofit organization's work]. I am particularly drawn to [specific project or area of work of the nonprofit] and believe that my background in [relate your background to the project or area] would allow me to make a meaningful contribution.

I am available for an internship [mention your availability: dates, hours, etc.], and would be thrilled to discuss how I can support your team. Thank you for considering my application. I look forward to the possibility of working together and contributing to [Nonprofit Organization's Name].

Sincerely,  
[Your Name]