

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's 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., sophomore] studying [Your Major] at [Your University]. I am writing to inquire about potential internship opportunities within [Company's Name] for the upcoming [specify semester/year, e.g., summer 2024].

I have a keen interest in [mention relevant field or skill], and I believe that an internship at [Company's Name] would provide me with invaluable experience and insight into the industry. I have attached my resume for your review, and I would be grateful for the opportunity to discuss any available positions.

Thank you for considering my inquiry. I look forward to the possibility of contributing to your team and furthering my professional development.

Sincerely,

[Your Name]