

Inquiry for Internship Opportunities

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

Date: [Insert Date]

[Recipient Name]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., junior] at [Your School/University], majoring in [Your Major]. I am writing to inquire about potential internship opportunities within your esteemed organization in the field of social services.

As part of my educational program, I am eager to gain practical experience that will allow me to apply my academic knowledge in a real-world setting. I am particularly interested in [specific area of interest related to the organization], and I am impressed by the work your organization has done in [specific initiative or project].

I would greatly appreciate any information regarding available internship positions or the possibility of creating an internship experience tailored to my academic and professional goals. I am available for an interview at your convenience and can provide any additional information needed.

Thank you for considering my inquiry. I look forward to the possibility of contributing to [Organization Name] and learning from your team.

Sincerely,
[Your Name]