

Request for Internship Placement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Position Title]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in securing an internship placement at [Agency Name] as part of my [Degree/Program] at [Your School/University]. I am eager to gain practical experience in social services and contribute to your agency's mission.

I am particularly drawn to [Agency Name] because of [specific reason related to the agency's work or values]. I believe that my skills in [mention relevant skills] and my passion for [mention relevant interests] would make me a valuable addition to your team.

I would be grateful for the opportunity to discuss potential internship placements and how I can contribute to your agency. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email Address]. Thank you for considering my request.

Sincerely,

[Your Name]