

# Internship Engagement Inquiry

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[School's Name]

[School'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 Current Position, e.g., undergraduate student] at [Your Institution]. I am writing to inquire about potential internship opportunities within [School's Name].

As a passionate individual dedicated to [relevant field/specialization], I am eager to gain practical experience and contribute to your esteemed institution. I believe that an internship at [School's Name] would provide me with invaluable exposure to [specific aspects of education/administration].

I would be grateful if you could provide information regarding any available internship positions, the application process, and any prerequisites I should be aware of. I have attached my resume for your review.

Thank you for considering my inquiry. I look forward to the possibility of contributing to [School's Name] while continuing to develop my skills in [your area of interest].

Sincerely,

[Your Name]