

# Request for Internship Position

**[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 am writing to express my interest in an internship position at [School's Name] for the [upcoming semester/specific dates]. I am currently a [your year, e.g., junior] at [Your College/University Name], majoring in [Your Major]. I have a strong passion for education and believe that an internship at your esteemed institution would provide me with invaluable experience.

I am particularly drawn to [mention any specific programs, values, or qualities of the school that attract you]. I believe that my skills in [mention relevant skills or experiences] would contribute positively to your team and help enhance the educational experience of your students.

I would be grateful for the opportunity to discuss my application further and demonstrate how I can contribute to [School's Name]. Thank you for considering my request. I look forward to your response.

Sincerely,  
[Your Name]