

Internship Interview Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company 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., junior] at [Your School] majoring in [Your Major]. I am writing to express my interest in the [specific internship position] at [Company Name] and to request an interview to discuss this opportunity further.

Throughout my academic journey, I have developed a strong foundation in [relevant skills/experiences related to the internship], and I am eager to bring my knowledge and enthusiasm to your team. I believe that an internship at [Company Name] will provide me with invaluable experience and allow me to contribute positively to your organization.

I am available for an interview at your earliest convenience, and I would be happy to accommodate your schedule. Please let me know a time that works for you. Thank you very much for considering my application. I look forward to the possibility of discussing my qualifications in more detail.

Sincerely,

[Your Name]