

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., sophomore] at [Your University] majoring in Accounting. I am writing to inquire about any available internship opportunities within your organization.

As I seek to expand my knowledge and gain practical experience in the accounting field, I would appreciate any information regarding the specifics of your internship program, including application deadlines, responsibilities, and qualifications required.

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]
[Your Phone Number]
[Your Email Address]