

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip]

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/University] studying [Your Major]. I am reaching out to express my interest in the internship advising resources available through [Organization Name].

As I plan my upcoming summer internship, I am eager to learn more about how your organization supports students in finding and securing internships. I believe that your insights and resources would be invaluable as I explore potential opportunities in [specific field or industry].

I would greatly appreciate any guidance or resources you could provide, including information on workshops, mentorship programs, or networking events that could assist in my internship search.

Thank you for your time and consideration. I look forward to the possibility of connecting further and welcome any suggestions you may have.

Sincerely,

[Your Name]