

Your Name
Your Address
City, State, Zip Code
Your Email
Your Phone Number
Date

[Museum Name]
[Museum Address]
[City, State, Zip Code]

Dear [Museum Coordinator's Name],

I am writing to inquire about any internship opportunities available at [Museum Name] for the upcoming [semester/summer]. I am a [Your Year, e.g., junior] at [Your University] majoring in [Your Major], and I am particularly interested in [specific aspect of the museum, e.g., art history, conservation].

I am eager to gain hands-on experience in a dynamic museum environment and contribute to [Museum Name]'s mission. If you have any internships available, I would love to learn more about the application process and available positions.

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

Sincerely,
Your Name