

# Inquiry About NGO Internship Program

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently [your academic status, e.g., a graduate student majoring in International Relations at XYZ University]. I am writing to inquire about possible internship opportunities within [NGO's Name].

I am particularly interested in [mention specific aspects of the NGO's work or projects that interest you], and I believe that an internship at your organization would provide me with invaluable experience.

Could you please provide me with information regarding any available internship programs, application processes, and deadlines? Additionally, I would appreciate any guidance on the qualifications or skills you are looking for in potential interns.

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

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]

[Your LinkedIn Profile (if applicable)]