

# Internship Request Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in an internship position in the engineering department at [Company's Name]. As a [Your Year, e.g., junior] student majoring in [Your Major] at [Your University], I am eager to apply my academic knowledge and gain practical experience in a dynamic environment.

During my studies, I have developed skills in [mention relevant skills/technologies], and I am particularly drawn to [specific aspect of the company/role]. I am enthusiastic about the opportunity to contribute to your team and learn from industry professionals.

I have attached my resume for your consideration. I would appreciate the opportunity to discuss my qualifications further and explore how I can contribute to [Company's Name]. Thank you for considering my application.

Sincerely,

[Your Name]