

Internship Request Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the finance internship position at [Company Name] that was advertised [mention where you found the internship posting]. I am currently a [your year, e.g., sophomore] at [Your University] majoring in Finance, and I am eager to gain practical experience in the finance sector.

During my academic career, I have developed strong analytical skills and a solid foundation in key financial concepts. My coursework in [mention relevant courses] has equipped me with the necessary skills to contribute effectively to your team. I am particularly drawn to [specific area of finance related to the company] and am enthusiastic about the opportunity to apply my knowledge in a real-world setting.

Additionally, I have completed [mention any relevant experience or projects] which has further solidified my passion for finance and my desire to pursue a career in this field. I am confident that my strong work ethic and attention to detail will be an asset to [Company Name].

I would greatly appreciate the opportunity to discuss how my academic background and skills align with the goals of your finance department. I am available for an interview at your earliest convenience and can be reached at [your phone number] or via email at [your email address].

Thank you for considering my application. I look forward to the possibility of contributing to your team as an intern.

Sincerely,

[Your Name]