

Internship Request for Graphic Design Opportunity

[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 an internship opportunity in graphic design at [Company Name]. As a [Your Year, e.g., "junior"] studying [Your Major] at [Your University], I have developed a strong foundation in graphic design principles and techniques.

During my academic career, I have honed my skills in Adobe Creative Suite, and have completed various projects that reflect my creativity and technical abilities. I am eager to contribute to your team and learn from your experienced professionals.

I am particularly impressed by [mention any recent project or value of the company] and would love the opportunity to bring my unique perspective to your projects.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,

[Your Name]