

Internship Request for Public Relations Role

[Your Name]

[Your Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP]

Dear [Recipient's Name],

I am writing to express my interest in an internship position in the Public Relations department at [Company's Name]. As a [Your Major] student at [Your University], I have developed a strong foundation in communication and media strategies, and I am eager to apply my skills in a practical setting.

I am particularly drawn to [Company's Name] because of [specific reason related to the company or its projects]. I believe that my background in [mention any relevant experience or coursework] will allow me to contribute positively to your team.

I would be grateful for the opportunity to intern with [Company's Name] and learn from your talented staff. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email Address]. Thank you for considering my application.

Sincerely,

[Your Name]