

Internship Availability Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my interest in internship opportunities within [Company/Organization Name] concerning my career development in [your field of study/interest].

I am currently a [Your Year, e.g., sophomore] at [Your University/College] majoring in [Your Major]. I am eager to apply my knowledge and skills in a practical setting, and I believe that [Company/Organization Name] would provide an invaluable experience.

I am available for an internship starting from [Start Date] to [End Date], and I am flexible with working hours. I am happy to accommodate the needs of your team.

Please find attached my resume for further details about my academic background and experiences. I am looking forward to the opportunity to contribute to your team and learn from the esteemed professionals at [Company/Organization Name].

Thank you for considering my application. I hope to hear from you soon.

Sincerely,

[Your Name]