

Inquiry for Internship Opportunity

[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 inquire about the possibility of an internship position at [Company's Name] for the [specific term, e.g., summer 2024]. I am currently a [Your Year, e.g., sophomore] at [Your University], majoring in [Your Major]. I am very interested in gaining hands-on experience in [specific field or area of interest].