

Inquiry for Summer Internship

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., sophomore] at [Your University] majoring in [Your Major]. I am writing to inquire about potential summer internship opportunities within [Company's Name].

As I am eager to gain hands-on experience in [specific field or industry], I am particularly interested in the work that [Company's Name] is doing in [specific project or area]. I believe that an internship with your team would provide me with invaluable insights and further develop my skills.

If there are any available internship positions or upcoming opportunities, I would greatly appreciate any information you could provide. Thank you for your time and consideration, and I look forward to your response.

Sincerely,
[Your Name]
[Your Contact Information]
[Your LinkedIn Profile or Portfolio (if applicable)]