

# Internship Position Inquiry

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Year, e.g., sophomore] at [Your University] studying [Your Major]. I am writing to inquire about potential internship opportunities within [Company Name] for the upcoming [specific term, e.g., summer].

Having developed a strong interest in [relevant field or industry], I believe that an internship at [Company Name] would provide me with invaluable experience and allow me to contribute to your team. I am particularly drawn to [mention any specific projects, values, or aspects of the company that interest you].

Could you please let me know if there are any available internship positions, and what the application process entails? I would appreciate any guidance you could provide.

Thank you for your time and consideration. I look forward to your response.

Sincerely,  
[Your Name]  
[Your Phone Number]  
[Your Email Address]