

[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 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 internship opportunities within [Company's Name] for [specific term, e.g., Summer 2024].

I am particularly interested in [specific area/role within the company] and believe that an internship at your organization would provide invaluable experience and insight into the industry. I have attached my resume for reference and would be grateful for any information regarding available internship positions, application deadlines, and the selection process.

Thank you very much for your time and consideration. I look forward to the possibility of contributing to your team and further developing my skills. Please feel free to contact me at your convenience.

Sincerely,

[Your Name]