

# Request for Internship Information

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inquire about potential internship opportunities at [Company's Name]. I am currently a [Your Year, e.g., sophomore] at [Your University/College] majoring in [Your Major], and I am eager to gain practical experience in [Field/Industry].

Could you please provide me with information regarding any available internships, including application deadlines, required qualifications, and application procedures?

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

Sincerely,

[Your Name]