

# Student Internship Request

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in a summer internship position with [Company Name]. I am currently a [Your Year, e.g., sophomore] at [Your University/College] pursuing a degree in [Your Major]. I am eager to gain hands-on experience in [Field/Area of Interest] and believe that [Company Name] would provide an ideal environment for learning and growth.

During my studies, I have developed skills in [List Relevant Skills or Coursework]. I am especially drawn to your company because [Explain why you are interested in the company or its projects]. I am confident that my background and enthusiasm would make me a valuable asset to your team.

I would appreciate the opportunity to discuss internship possibilities with you. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email Address]. Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]