

[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 Academic Year, e.g., sophomore] at [Your School/University] majoring in [Your Major]. I am writing to inquire about the possibility of a summer internship at [Company's Name].

I am particularly interested in [specific area/department of interest] and would love the opportunity to contribute to your team while gaining valuable experience in the field. I have attached my resume for your consideration.

Thank you for considering my inquiry. I look forward to the possibility of discussing this further.

Sincerely,

[Your Name]