

# Internship Request Letter

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in applying for an internship position at [Company's Name] for the [specific term, e.g., summer] of [year]. I am currently a [Your Year, e.g., sophomore] at [Your University] majoring in [Your Major], and I am eager to gain practical experience in the [specific field/area].

[A brief paragraph about your skills or relevant experience. E.g., "I have developed strong skills in [specific skills] through my coursework and projects. I am particularly interested in [specific interests related to the company]."]

I am impressed by [mention something specific about the company or its projects], and I believe that an internship with your team would provide me with invaluable experience as I pursue my career goals.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team and learn from the esteemed professionals at [Company's Name]. Please find my resume attached for your review.

Sincerely,  
[Your Name]