

# Formal Request for Internship Placement

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

[Date]

[Recipient's Name]  
[Recipient's Position]  
[University/Organization Name]  
[University/Organization 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] studying [Your Major] at [Your University]. I am writing to formally request an internship placement within your esteemed organization for the [specific semester or date range].

Through my studies, I have developed a strong foundation in [mention relevant skills or subjects], and I am eager to apply this knowledge in a practical setting. I believe that an internship at [University/Organization Name] would provide me with invaluable experience and insights into [specific field or industry].

Enclosed with this letter are my resume and academic transcript for your review. I am enthusiastic about the possibility of contributing to your team and learning from such a respected institution.

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

Sincerely,  
[Your Name]