

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] at [Your University] majoring in [Your Major]. I am reaching out to express my interest in potential internship opportunities within [Company/Organization Name] for the upcoming [semester/summer].

Having researched your organization and its commitment to [specific value or project related to the company], I am particularly impressed by [specific achievement or initiative of the company]. I am eager to learn and contribute, and I believe my background in [relevant skills or experiences] would help me succeed in a role at your organization.

I would appreciate any advice you can share about pursuing an internship at [Company/Organization Name], and if possible, I would love to connect for a brief conversation. Thank you for considering my request. I look forward to your response.

Warm regards,

[Your Name]

[Your Phone Number]

[Your Email Address]