

Letter of Request for Summer Internship

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

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

Dear [Recipient's Name],

I am writing to express my interest in a summer internship opportunity within the [specific department or program] at [University's Name]. As a [Your Year, e.g., sophomore] pursuing a degree in [Your Major], I am eager to apply my academic knowledge in a practical setting and gain valuable experience in [specific field or area of interest].

I have developed a strong foundation in [mention relevant skills or coursework], and I am particularly interested in [specific topics or projects related to the department]. I believe that an internship with your university would provide me with the opportunity to learn from esteemed faculty and contribute to ongoing research initiatives.

I would greatly appreciate the opportunity to discuss my application further and learn more about potential internship positions available this summer. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]