

# Application for Information on Student Internship Placements

Recipient Name  
Recipient Title  
Institution/Organization Name  
Address Line 1  
Address Line 2  
City, State, Zip Code  
Email Address  
Date: [Insert Date]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., sophomore] student studying [Your Major] at [Your University]. I am writing to inquire about potential student internship placements available through your esteemed organization.

As part of my academic and professional development, I am eager to gain practical experience in [specific field or area of interest]. I would appreciate any information regarding available internships, application procedures, as well as any eligibility criteria that I should be aware of.

Thank you for considering my inquiry. I look forward to your response.

Sincerely,  
[Your Name]  
[Your University]  
[Your Phone Number]  
[Your Email Address]