

Subject: Inquiry About School-Sponsored Internship Opportunities

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Year, e.g., sophomore] majoring in [Your Major] at [Your School's Name]. I am reaching out to inquire about the school-sponsored internship opportunities available for students interested in gaining practical experience in [Your Field of Interest].

During my time at [Your School's Name], I have developed a strong interest in [specific area related to field] and believe an internship would greatly enhance my academic and professional journey. I would appreciate any guidance or information regarding the programs your office may offer, including application timelines, eligibility criteria, and any potential partnerships with local businesses or organizations.

Thank you for your assistance. I look forward to your response.

Sincerely,

[Your Full Name]
[Your Email Address]
[Your Phone Number]