

Request for Information on Internship Offerings

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[School/Organization Name]

[School/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the internship offerings available through [School/Organization Name]. As a [Your Year/Field of Study] student, I am keenly interested in exploring internship opportunities that align with my educational goals and career aspirations.

Specifically, I would like to request more information regarding the following:

- Available internships for the upcoming semester
- Requirements and eligibility criteria for applicants
- Application deadlines and process
- Any partnership organizations or companies involved
- Potential learning outcomes and experiences from the internship

Understanding these details will greatly assist me in making informed decisions about my internship search. I appreciate your time and assistance in providing the requested information.

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

Sincerely,

[Your Name]