

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] at [Your School/University Name] majoring in [Your Major/Field]. I am reaching out to seek your guidance regarding potential internship opportunities that may be available through our school.

As I prepare to gain practical experience in my field, I am eager to explore any internships that might align with my academic and career interests. I would greatly appreciate any information or advice you could provide about available programs, application processes, or contacts who could assist me further.

Thank you very much for your time and help. I look forward to your response.

Warm regards,

[Your Name]

[Your Contact Information]

[Your Degree/Major]

[Your School/University Name]