

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently pursuing a degree in [Your Degree] at [Your University]. I am writing to inquire about potential internship opportunities in the Human Resources department at [Company's Name].

I am very interested in gaining practical experience in HR and believe that your organization aligns perfectly with my career aspirations. I have [mention any relevant experience, coursework, or skills].

Could you please let me know if there are any internship openings available? I would greatly appreciate any information you could provide regarding the application process or key contacts I should reach out to.

Thank you for your time and assistance. I look forward to hearing from you soon.

Sincerely,

[Your Name]