

Inquiry for Biotechnology Internship Opportunities

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 a [Your Current Level, e.g., junior] at [Your University/College] majoring in Biotechnology. I am reaching out to inquire about potential internship opportunities within [Company's Name] for the upcoming [Specify Time Frame, e.g., summer of 2024].

With a strong interest in [specific areas of biotechnology, e.g., genetic engineering, pharmaceutical development], I am eager to gain hands-on experience and contribute to the innovative projects at [Company's Name]. I have developed relevant skills in [mention any relevant skills or coursework], and I am excited about the possibility of being part of your esteemed team.

Could you please provide me with information regarding any available internship positions, as well as the application process? I am looking forward to any opportunities to contribute and learn from your organization.

Thank you for your time and consideration. I hope to hear from you soon.

Sincerely,

[Your Name]