

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am [Your Name], a [Your Year] student pursuing a degree in [Your Major] at [Your University]. I am writing to inquire about potential internship opportunities in the renewable energy sector at [Company Name].

As someone passionate about sustainability and innovative energy solutions, I am eager to gain hands-on experience in this field. I am particularly interested in [mention any specific area of interest related to the company's work], and I believe an internship with your organization would greatly enhance my knowledge and skills.

If there are any available opportunities, I would be grateful for any information regarding the application process or upcoming projects where I could contribute. Thank you for considering my inquiry, and I look forward to the possibility of discussing potential internship options with you.

Sincerely,

[Your Name]