

[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 am writing to inquire about potential summer internship opportunities in actuarial science at [Company Name]. I am currently a [Your Year, e.g., "junior"] studying [Your Major] at [Your University], and I am keenly interested in developing my skills in the actuarial field.

Having taken courses in [mention relevant courses or skills related to actuarial science], I am eager to apply my theoretical knowledge in a practical environment. I am particularly drawn to [specific aspect of the company or team], and I believe that an internship at [Company Name] would provide invaluable experience.

If there are any available internships or even opportunities for shadowing experienced actuaries, I would greatly appreciate any information you could provide. Thank you for considering my inquiry; I look forward to the possibility of contributing to and learning from the talented team at [Company Name].

Sincerely,

[Your Name]