

[Your Name]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., sophomore] studying [Your Major] at [Your University]. I am writing to inquire about potential internship opportunities within [Company's Name] for the upcoming [specific term, e.g., summer, fall] term.

I am keenly interested in [specific area of interest related to the company] and would love the chance to contribute to your team while gaining valuable experience in the field. I would greatly appreciate any information regarding internship availability, application procedures, and any specific qualifications you are seeking.

Thank you for considering my inquiry. I look forward to your response.

Sincerely,

[Your Name]