

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Position]
[School/University Name]
[School Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am a [Your Year, e.g., sophomore] student at [Your School/University Name]. I am writing to inquire about [specific information or topic you are inquiring about, e.g., internship opportunities, academic programs, scholarships, etc.].

I am particularly interested in [provide a brief explanation of your interest or any specific questions you may have]. I would greatly appreciate any information or resources you could provide regarding this matter.

Thank you for your time and assistance. I look forward to your response.
Sincerely,

[Your Name]
[Your Student ID (if applicable)]