

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am currently a [Year, e.g., junior] engineering student at [Your University]. I am writing to [state the purpose of the letter, e.g., inquire about internship opportunities, request a meeting, seek advice, etc.].

[In this paragraph, provide more details about your background, relevant skills, and any specific experience that relates to your request. Mention any projects, coursework, or extracurricular activities that might be relevant.]

I am particularly interested in [specific area of interest] and believe that my skills in [mention relevant skills] would be a valuable addition to your team. I am eager to learn and grow within the field of engineering, and I would greatly appreciate any guidance or opportunities you could provide.

Thank you for considering my request. I look forward to the possibility of discussing this further. Please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]

[Your University, Degree Program]