

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

[Recipient's Name]  
[Title/Organization]  
[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 [year, e.g., third-year] engineering student at [Your University/College]. I am writing to request [specific request, e.g., a letter of recommendation, internship opportunity, mentorship, etc.]. I am particularly interested in [briefly explain your interest related to the request, e.g., gaining practical experience in a specific field of engineering, or why you seek a recommendation]. My experience includes [mention any relevant courses, projects, or skills that support your request].

I would greatly appreciate it if you could [detail what you are asking for]. I believe that your support would be invaluable in helping me [explain how it will help you achieve your goals].

Thank you for considering my request. I am looking forward to the possibility of [mention any follow-up or next steps, e.g., discussing this further]. Please feel free to contact me at [your phone number] or [your email address].

Warm regards,

[Your Name]  
[Your Degree Program]  
[Your University/College]  
[Your Student ID (if applicable)]