

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

[Recipient's Name]
[School's Name]
[School's 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] at [Your School's Name]. I am writing to express my interest in pursuing an internship opportunity at [School's Name] for [Specify Internship Duration, e.g., summer 2024].

I am particularly interested in [specific area, e.g., educational programs, administrative support], and I believe that an internship at your institution would provide invaluable experience and allow me to apply my skills in a practical setting. My background in [Your Relevant Studies/Experience] has equipped me with [mention any relevant skills or experiences].

I am enthusiastic about the possibility of contributing to your team and learning from the talented staff at [School's Name]. I am available for an interview at your convenience and can be reached at [Your Phone Number] or [Your Email Address].

Thank you for considering my request. I look forward to the opportunity to discuss potential internship openings with you.

Sincerely,
[Your Name]