

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

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., junior] at [Your University] majoring in [Your Major]. I am writing to inquire about potential internship opportunities in the Human Resources department at [Company Name].

I am particularly interested in gaining experience in [specific area of HR, e.g., recruitment, employee relations, etc.], and I believe that [Company Name] offers a dynamic environment that aligns well with my career aspirations.

I would appreciate the opportunity to learn more about any available HR internships, the application process, and any advice you might have for an aspiring HR professional. Thank you for considering my inquiry. I look forward to your response.

Sincerely,
[Your Name]