

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

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] majoring in [Your Major] at [Your University]. I am writing to inquire about potential internship opportunities within [Company Name] for [specific duration or season, e.g., summer 2024].

I am particularly interested in [specific area or department] and would love the chance to contribute my skills in [mention relevant skills or experiences]. I believe that an internship at [Company Name] would provide invaluable experience and insight into [industry or field].

Thank you for considering my inquiry. I look forward to the possibility of discussing internship opportunities with you.

Warm regards,

[Your Name]