

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 [Your Year, e.g., junior] at [Your University/College] majoring in [Your Major]. I am writing to inquire about potential internship opportunities within [Company/Organization Name] for the upcoming [Specify Time Period, e.g., summer 2024].

I have a strong interest in [specific field/area related to the company], and I admire [Company/Organization Name] for [specific reason related to the company's values/projects]. I believe that an internship with your team would provide me with invaluable hands-on experience and the chance to contribute to [specific goals/projects of the company].

I have attached my resume for your review. I would greatly appreciate any information regarding potential internship openings, the application process, or any advice you may have for an aspiring intern.

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

Sincerely,

[Your Name]
[Your University/College]
[Your Major, Expected Graduation Date]