

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., sophomore, junior] studying [Your Major] at [Your University]. I am writing to inquire about potential internship opportunities within [Company's Name] for the upcoming [specific time frame, e.g., summer 2024].

I am particularly impressed by [specific aspect of the company or project], and I believe that an internship at [Company's Name] would provide me with invaluable experience and the chance to contribute positively to your team. I am eager to apply my skills in [mention relevant skills or experiences] and learn more about [specific area of the industry or company].

If there are any available internship positions or if you could provide guidance on how to apply, I would greatly appreciate it. Thank you for considering my inquiry. I look forward to the possibility of discussing this with you further.

Warm regards,

[Your Name]

[Your LinkedIn Profile or Website, if applicable]