

[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 am writing to propose an internship opportunity within [Company's Name] for the [specific timeframe or semester, e.g., summer 2024]. I am currently a [Your Year, e.g., junior] majoring in [Your Major] at [Your University], and I am eager to gain hands-on experience in [specific field/area related to the company].

Having acquired [mention relevant skills or experience], I believe my background and passion for [related field/industry] would make me a valuable addition to your team. I am particularly drawn to [specific aspect of the company or project], and I would love the opportunity to contribute while learning from your experienced staff.

I am available for an internship [mention your availability, e.g., full-time or part-time] and am flexible with dates and responsibilities. I have attached my resume for your review and would welcome the chance to discuss this proposal further.

Thank you for considering my internship proposal. I look forward to the possibility of working with you and contributing to [Company's Name].

Sincerely,
[Your Name]