

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I hope this message finds you well. My name is [Your Name], and I am a
[Your Year, e.g., junior] studying [Your Major] at [Your University]. I
am reaching out to express my interest in potential internship
opportunities within [Company/Organization Name] and to seek your
guidance on how best to approach the application process.
I have a strong passion for [Field/Industry], demonstrated through my
experience in [mention any relevant experience, coursework, or projects].
I am particularly drawn to [mention specific aspect of the company or its
projects that interests you], and I believe an internship at
[Company/Organization Name] would provide invaluable experience in
[specific skills or areas of interest].
If possible, I would greatly appreciate the opportunity to connect with
you for a brief informational conversation. I would love to learn more
about your experience at [Company/Organization Name] and gain insights on
how to effectively navigate the internship search in our field.
Thank you for considering my request. I look forward to the possibility
of connecting with you!
Best regards,
[Your Name]
[Your LinkedIn Profile] (optional)