

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

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request an internship opportunity for work immersion at [Company/Organization Name]. I am currently a [Your Year, e.g., junior] student at [Your School/University] pursuing a degree in [Your Degree/Field of Study].

I am eager to apply my theoretical knowledge in a practical setting and gain valuable experience in [specific area or field related to the company]. I believe that interning at [Company/Organization Name] will provide me with a unique opportunity to learn from experienced professionals and develop my skills further.

I am available for [mention your availability, e.g., specific dates or duration], and I am willing to undertake any tasks assigned to me during my internship. I have attached my resume for your consideration, which includes my relevant coursework and skills.

Thank you for considering my application. I hope to discuss the potential for an internship position at [Company/Organization Name] and how I can contribute to your team.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]