

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an internship opportunity at [Company/Organization Name] for the [specific term, e.g., Summer 2024]. I am currently a [Your Year, e.g., junior] at [Your University/College], majoring in [Your Major], and I am eager to gain practical experience in [specific field or area of interest].

During my studies, I have developed a strong foundation in [relevant skills or knowledge], and I am particularly interested in [specific topic or project related to the company]. I believe that an internship at [Company/Organization Name] would allow me to apply my academic knowledge in a real-world setting while contributing positively to your team.

I have attached my resume for your review, and I would appreciate the opportunity to discuss my application further. Thank you for considering my request. I look forward to the possibility of contributing to your esteemed organization.

Sincerely,  
[Your Name]