

[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 inquire about potential internship opportunities at [Company's Name] for the upcoming [season/year]. I am currently a [Your Current Status, e.g., "junior at XYZ University majoring in ABC"] and am eager to gain hands-on experience in [specific field or industry]. [Briefly explain your interest in the company and how it aligns with your career goals. Mention any relevant skills, coursework, or projects that relate to the internship.]

I would be grateful for any information regarding internship opportunities and the application process. I have attached my resume for your reference.

Thank you for considering my inquiry. I look forward to hearing from you.
Sincerely,

[Your Name]
[LinkedIn Profile or Personal Website (optional)]