

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

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., junior] at [Your University/College] pursuing a degree in [Your Major]. I am reaching out to inquire about potential internship opportunities within [Company's Name] for the upcoming [specify time period, e.g., summer 2024].

I have a strong interest in [specific field or industry related to the company] and am eager to gain hands-on experience while contributing to your team. [Briefly mention any relevant skills, coursework, or experiences that relate to the internship.]

I would greatly appreciate the opportunity to discuss any available internships and how my background and interests align with the goals of [Company's Name]. Thank you for considering my inquiry. I look forward to the possibility of contributing to your organization.

Warm regards,

[Your Name]
[Your LinkedIn Profile (if applicable)]