

[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 currently a [Your Year, e.g., sophomore] at [Your University/College] majoring in [Your Major/Field of Study]. I am writing to inquire about internship opportunities within [Company/Organization Name] for the upcoming [specific term, e.g., summer 2024].

Having developed a strong interest in [relevant field/industry], I believe that an internship with your organization would greatly enhance my understanding and provide me with valuable hands-on experience. I am particularly drawn to [specific project, initiative, or value of the company] and would love the opportunity to contribute to your team.

I have attached my resume for your review. If possible, I would appreciate the opportunity to discuss potential internship positions with you or a member of your team. Thank you for considering my inquiry, and I look forward to your response.

Warm regards,

[Your Name]