

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

Dear [Recipient Name],

I am writing to propose an internship opportunity with [Company/Organization Name] for the [specific position or project, if applicable] during the [specific time period, e.g., summer months, fall semester]. As a [your current status, e.g., student, recent graduate] studying [your field of study] at [your institution], I am eager to contribute to [Company/Organization Name] while gaining valuable hands-on experience in [specific area of interest].

In my academic and extracurricular pursuits, I have developed skills in [mention relevant skills or coursework relevant to the internship]. I am particularly impressed by [mention any specific project, value, or aspect of the company], and I believe that my background in [your specific skills or experiences] makes me a strong candidate for this internship. My proposal includes [briefly outline what you hope to achieve during the internship, any specific projects you wish to work on, and how you can contribute to the company]. I am eager to collaborate with your team and bring my passion for [your field] to [Company/Organization Name].

Thank you for considering my proposal. I would appreciate the opportunity to further discuss how my internship can be mutually beneficial. I look forward to your reply.

Sincerely,

[Your Name]

[Your LinkedIn Profile or any other relevant link, if applicable]