

[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 propose an internship opportunity at [Company's Name] for [specific duration, e.g., summer 2024]. I am currently [your current academic status, e.g., a junior at XYZ University majoring in ABC], and I am eager to gain practical experience in [specific field or area relevant to the company].

I am particularly drawn to [Company's Name] because [reason for interest in the company, e.g., their commitment to innovation, values, specific projects, etc.]. I believe that my skills in [relevant skills or experiences] align well with the goals of your team.

Throughout my studies, I have developed [mention any specific skills, experiences, or projects that relate to the internship]. I am confident that this internship will provide me the opportunity to further hone these skills while contributing to your team.

I would greatly appreciate the opportunity to discuss this proposal further. Please let me know a convenient time for us to meet or speak.

Thank you for considering my proposal.

Sincerely,
[Your Name]