

Preliminary internship cover letter

Subject: Inquiry About Internship Opportunities

Dear [Hiring Manager's Name],

I am reaching out to express preliminary interest in an Interior Design Internship at [Company Name]. I am currently completing my studies in interior design at [University Name] and am exploring potential internship opportunities for the upcoming [semester/year].

I would be thrilled to learn about any available positions and would be happy to provide my portfolio for your review. Thank you for considering my preliminary inquiry, and I look forward to your guidance on application procedures.

Best regards,

[Your Name]

[Email Address]

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