

Formal Internship Inquiry Letter to a Company

Subject: Inquiry About Internship Opportunities

Dear [Hiring Manager's Name],

I hope this message finds you well. My name is [Your Name], and I am currently pursuing a degree in [Your Major] at [Your University]. I am writing to inquire about potential internship opportunities with [Company Name] for the upcoming [season/year].

Having followed your company's work in [specific area or project], I am very eager to gain hands-on experience in such an innovative and professional environment. I believe that an internship at [Company Name] would provide me with valuable industry exposure and a chance to contribute my skills in [mention key skills or areas].

I have attached my resume for your reference. I would be grateful if you could inform me about any available internship programs or the application process. Thank you for considering my inquiry, and I look forward to your kind response.

Yours sincerely,

[Your Name]

[Your Contact Information]

[Your University]

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