

# Professional Internship Inquiry Email to Human Resources

## Department

Subject: Request for Information Regarding Internship Programs

Dear HR Department,

I am writing to express my interest in any internship opportunities available within [Company Name].

I am a [year] student pursuing [degree] at [university name], and I am eager to gain professional experience in [field/department].

I am particularly impressed by [Company Name]'s commitment to [specific value, project, or initiative], and I believe this aligns well with my academic and career goals. If your organization offers internship placements during [time period], I would greatly appreciate any guidance on how to apply.

Attached are my resume and academic transcript for your review. I look forward to your response and appreciate your time and consideration.

Sincerely,

[Your Full Name]

[Contact Information]

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