

# Request for Internship Opportunity Letter

Subject: Internship Request at [Company Name]

Dear [Recipient Name],

I am [Your Name], a [Year/Field] student at [University/College Name], and I am writing to request an internship opportunity in [Department/Field]. I am eager to gain hands-on experience in [specific area] and contribute to your team.

Attached is my resume and academic records. I would appreciate your consideration and am available for an interview at your convenience.

Sincerely,

[Your Name]

[Contact Information]

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