

Formal Internship Request Letter

Subject: Application for Internship Opportunity

Dear [Recipient Name],

I am writing to express my interest in an internship position at [Company/Organization Name] in the [Department Name]. I am currently a [Your Year/Program] student at [University/College Name] and am eager to gain practical experience in [Field/Industry].

I have attached my resume and academic transcripts for your consideration. I am confident that my skills in [mention relevant skills] and my enthusiasm for [industry/field] will allow me to contribute positively to your team.

I would be grateful for the opportunity to discuss this internship further and am available for an interview at your convenience.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Contact Information]

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