

Provisional Internship Request Letter

Subject: Preliminary Internship Request

Dear [Recipient Name],

I am writing to express preliminary interest in an internship at [Company Name] for the upcoming [Season/Period]. While I am still finalizing my academic schedule, I wanted to reach out early to explore potential opportunities.

I would be happy to provide my resume, portfolio, or any additional information required for your review. Your guidance on possible openings would be greatly appreciated.

Thank you for considering my provisional request.

Sincerely,

[Your Name]

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