

Letter for referral or networking application

Subject: Internship Inquiry via [Referrer's Name]

Hi [Hiring Manager's Name],

I hope this message finds you well. [Referrer's Name] recommended that I reach out regarding potential internship opportunities at [Firm Name]. I am currently pursuing [Degree] at [University Name] and am eager to gain practical experience in [specific legal area].

I would love the chance to contribute my skills and enthusiasm to your team. Please let me know if you'd be open to discussing this further.

Thanks so much,

[Your Name]

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