

Preliminary internship inquiry letter

Subject: Inquiry Regarding Magazine Internship Opportunities

Dear [Editor's Name],

I am writing to inquire about potential internship opportunities with your magazine. Although I am not certain whether a current vacancy exists, I would like to express my interest in contributing to your publication in any capacity. I admire the high editorial standards your magazine upholds and would be eager to learn from such an environment.

If available, I would be grateful for any information regarding upcoming internship cycles, requirements, or application procedures. In the meantime, I am happy to provide samples of my writing or further details about my academic and extracurricular experience.

Thank you for your time and consideration.

Sincerely,

[Your Name]

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