

Summer internship requisition letter

Subject: Summer Internship Request

Dear [Recipient's Name],

I am writing to formally request an internship at [Company Name] for the summer of [Year].

As a [Your Year/Program] student in [Your Course] at [Institution], I am eager to gain hands-on experience in [Field/Department].

I believe an internship with your organization will provide invaluable exposure and professional development.

Attached are my resume and academic credentials for your review.

I would greatly appreciate your consideration for this opportunity.

Sincerely,

[Your Name]

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