

Inquiry Letter Template for Unpaid Internship Opportunities

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Organization Name]
[Organization Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in pursuing an unpaid internship opportunity with **[Organization Name]**. I am currently a [your academic status, e.g., third-year undergraduate student at XYZ University, majoring in ABC] and am eager to gain hands-on experience in [specific field or industry].

Through my academic journey and extracurricular involvement, I have developed a strong foundation in [mention relevant skills or coursework]. I am particularly interested in **[mention specific department, project, or area of the organization]**, as I believe it aligns closely with my career aspirations and offers an excellent opportunity to build practical skills.

I am enthusiastic about the possibility of contributing to **[Organization Name]** while learning from your experienced team. I am confident that my dedication, willingness to learn, and passion for [industry/field] will enable me to add value to your organization, even as I benefit from on-the-job training and mentorship.

I would greatly appreciate your consideration of my inquiry for an unpaid internship position. I have attached my resume for your review and would be happy to discuss any available opportunities at your convenience. Thank you very much for your time and consideration.

Sincerely,
[Your Name]