

Inquiry Letter for Internship

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

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

Dear [Recipient's Name],

I am writing to express my interest in potential internship opportunities within [Company/Organization Name]. I am currently a [your year of study, e.g., junior] majoring in [your major] at [Your University/College], and I am eager to apply my academic knowledge in a professional setting.

I am particularly drawn to your organization because of [mention specific reason related to the company, such as its reputation, values, or projects]. My academic background and hands-on experience in [relevant skills or fields] make me confident that I can contribute positively to your team.

I would appreciate any information you might provide regarding internship openings, application procedures, or qualifications you look for in candidates. Enclosed is my resume for your review.

Thank you very much for your time and consideration. I look forward to the possibility of contributing to [Company/Organization Name].

Sincerely,
[Your Name]

Follow-up Message Sample

Subject: Follow-Up regarding Internship Inquiry â€” [Your Name]

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up regarding my previous inquiry about internship opportunities at [Company/Organization Name], sent on [date of initial email/letter]. I am eager to learn about any updates or additional steps I may need to take regarding my application.

I remain very interested in joining your team and contributing my skills and enthusiasm. Please let me know if there is any further information I can provide.

Thank you for your consideration. I look forward to your response.

Best regards,
[Your Name]