

## Inquiry Letter Template: International Internship

Writing an **inquiry letter for an international internship** involves clearly expressing your interest in the opportunity, highlighting your relevant qualifications, and politely requesting information about available positions. Start by introducing yourself and mentioning your academic background or field of study. Specify the type of internship you are seeking and why you are interested in gaining international experience. Demonstrate your enthusiasm for the organization and outline any skills or experiences that make you a strong candidate. Conclude the letter by requesting details about the application process, potential start dates, and any other pertinent information. A well-crafted inquiry letter should be professional, concise, and tailored to the specific organization or program.

### Sample Inquiry Letter Template

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Country]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title/Position]  
[Organization Name]  
[Organization Address]  
[City, State, ZIP Code]  
[Country]  
Dear [Recipient's Name],  
I am writing to express my interest in possible internship opportunities with [Organization Name]. I am currently a [your academic status, e.g., third-year undergraduate student]  
I am particularly interested in [specific type/area of internship or organization's focus], as I believe it aligns closely with my academic background and career aspirations. My  
I would greatly appreciate any information regarding potential internship openings, application procedures, and possible start dates. Additionally, I am keen to learn more about  
Thank you very much for considering my inquiry. I look forward to your response.  
Sincerely,  
[Your Name]