

Inquiry Letter Template for Remote Internship Placements

[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 inquire about potential remote internship opportunities with [Company/Organization Name]. As a [Your Year, Major, or Qualification] at [Your University/College/School], I am eager to apply my skills and gain practical experience in [Relevant Field/Area].

During my academic journey, I have developed strong competencies in [List relevant skills or experiences]. I am particularly interested in your organization due to [Briefly mention what attracts you to the company, its values, or projects]. I believe that a remote internship with [Company/Organization Name] would allow me to contribute effectively while expanding my knowledge and adaptability in a virtual work environment.

Could you please provide information regarding any available remote internship positions, application procedures, or future openings? I have attached my updated resume for your reference, and I am happy to provide any further details if needed.

Thank you very much for considering my inquiry. I look forward to the opportunity to discuss how I may contribute to your team remotely.

Sincerely,
[Your Name]