

# Sample Inquiry Letter for Internship Opportunities at NGOs

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

[Recipient's Name]  
[Recipient's Title, if known]  
[NGO Name]  
[NGO Address]  
[City, State, ZIP Code]

Dear [Recipient's Name or "Sir/Madam"],

I am writing to inquire about possible internship opportunities at **[NGO Name]**. As a current [student/recent graduate] of [Your University/College] with a passion for [relevant field or cause], I am eager to gain practical experience while contributing to your organization's inspiring mission.

My academic background in [your field of study] has equipped me with [mention relevant skills or knowledge, e.g., research, communication, project management]. Additionally, I have been involved in [mention any relevant volunteer activities, projects, or organizations], which have further strengthened my commitment to community service and social impact.

I am particularly drawn to [NGO Name] because of your work in [mention a specific program, value, or project of the NGO]. I am confident that an internship with your organization would offer valuable hands-on experience in the nonprofit sector, and I am enthusiastic about the possibility of contributing to your team.

Could you please provide information regarding current or upcoming internship openings, the application process, and any qualifications or requirements? I have attached my resume for your reference and would be pleased to provide any additional information you may need.

Thank you very much for your time and consideration. I look forward to hearing from you soon.

Sincerely,  
[Your Name]