

Short and Simple Internship Inquiry Email

Subject: Internship Inquiry

Dear [Recipient's Name],

I hope you're doing well. I'm [Your Name], a [Your Major] student at [Your University], and I'm very interested in potential internship opportunities at [Company Name].

If you're currently offering internships or have an upcoming program, could you please share some details about the application process? I've attached my resume for your consideration.

Thank you for your time and assistance.

Kind regards,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/internship-inquiry-letter>