

Student-Initiated Internship Introduction Email

Subject: Introduction for Internship Opportunity

Dear [Supervisor/HR Manager],

My name is [Student Name], and I am currently pursuing [Degree Program] at [University/College Name]. I am excited to join [Company Name] as an intern in the [Department Name] starting from [Start Date].

I look forward to contributing to your team and gaining hands-on experience in [specific tasks or skills]. Please let me know if any documentation or preliminary requirements are needed prior to my joining.

Thank you for this opportunity.

Best regards,

[Student Name]

[Email Address]

[Phone Number]

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