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## **Letter of Inquiry in Business**

**John Smith  
456 Oak Street  
Centerville, TX 75833  
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(555) 987-6543  
June 21, 2024**

**Ms. Mary Johnson  
Director of Business Development  
XYZ Corporation  
789 Business Road  
Centerville, TX 75833**

Dear Ms. Johnson,

I hope this letter finds you well. My name is John Smith, and I am currently a junior student majoring in Business Administration at Centerville University. I am writing to inquire about potential internship opportunities at XYZ Corporation.

As part of my academic and professional development, I am particularly interested in gaining practical experience in business development and strategic planning. XYZ Corporation's reputation for innovation and excellence in these areas has always impressed me, and I believe that an internship with your organization would significantly contribute to my growth and help me achieve my career goals.

To help me better understand the opportunities available, I would greatly appreciate it if you could provide information on the following:

1. **Current internship opportunities available in the Business Development department.**
2. **Application procedures and eligibility criteria for internships.**
3. **Potential projects or tasks that interns may be involved in.**

Additionally, if there are any specific skills or qualifications that XYZ Corporation looks for in potential interns, kindly include that information as well.

I am genuinely excited about the prospect of interning at XYZ Corporation and am eager to learn more about how I can contribute to and benefit from your team. Thank you for considering my inquiry. I look forward to your response.

Yours sincerely,

**John Smith**Junior, Business Administration  
Centerville University