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# Letter of Inquiry in Business

**John Smith**  
**456 Oak Street**  
**Centerville, TX 75833**  
**john.smith@email.com**  
**(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.**

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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