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# Requisition Letter For Internship

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

**Subject: Application for Internship Opportunity**

Dear [Recipient's Name],

I am currently a [Your Education Status, e.g., sophomore at XYZ University, majoring in XYZ] and am writing to inquire about the possibility of an internship opportunity with [Company Name] in the [specific department or area of interest]. I have a keen interest in [briefly describe your interest related to the internship or what led you to this company], and I am eager to gain practical experience in this field.

[If you are responding to a specific internship listing, mention this here and refer to where you found the advertisement. If this is an unsolicited letter, provide context for why you are approaching this particular company.]

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During my coursework and participation in [mention any relevant academic projects, extracurricular activities, or prior internships], I have acquired skills in [mention relevant skills related to the internship, such as software proficiency, analytical abilities, leadership experiences, etc.]. I am particularly drawn to [Company Name] because of [mention something specific about the company or department that appeals to you, such as its reputation, values, or projects].

Attached, please find my resume, which provides additional details about my background and qualifications. I am enthusiastic about the opportunity to contribute to [Company Name] and learn from the esteemed team there. I am flexible with the start date and am available to intern for a duration of [mention time frame].

I would appreciate the opportunity to discuss this internship in more detail and explore how I can contribute to your team. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or via email at [Your Email Address]. Thank you for considering my application. I look forward to the possibility of working together.

**Sincerely,**

**[Your Signature (if sending a hard copy)]**

**[Your Printed Name]**