## horizontal line**Business Letter for Students**

#### **[Your Name]**

[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

#### **[Recipient’s Name]**

[Recipient’s Position]  
[Recipient’s Department/Organization]  
[Address]  
[City, State, Zip Code]

**Dear [Recipient’s Name]:**

I am writing to express my interest in [specific opportunity, such as an internship, training program, or collaboration]. As a [current education level] student at [your institution], I am eager to apply my knowledge of [related field or skills] in a professional environment.

I would appreciate the chance to discuss this opportunity further and am available at your earliest convenience. Thank you for your consideration.

**Sincerely,**

[Your Name]  
[Your Position/Year, if applicable]