
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]