

Subject: Request for Summer Internship Opportunity at [Lab name] 2026

Respected Director,

For example, my recent project “[Project Title]” focused on [brief 1–2 line summary of the project, mentioning methods or outcomes relevant to the lab’s research]. This experience strengthened my understanding of [relevant topic] and improved my ability to [key takeaway, e.g., apply algorithms to real-world problems].

I am enthusiastic about the opportunity to intern at [Lab Name] during the summer of 2026 (June–July) and contribute to your ongoing research. I am open to on-site or hybrid work arrangements based on the lab’s requirements.

Please find attached my resume and academic mark sheets for your reference. I can also provide a Letter of Recommendation upon request.

I assure you of my dedication, curiosity, and commitment to learning. Even if internship positions are currently filled, I would be grateful for any guidance or referral to other suitable opportunities.

Thank you very much for your time and consideration. I look forward to the possibility of contributing to your team.

Yours sincerely,

[Your Full Name]

[Department / Branch Name]

[University Name]

[City, State, Country]

[Your Email Address]

[Your Contact Number]