Subject: [YOUR UNIVERSITY] student seeking contribution opportunity- [YEAR]

Dear Mr./Ms. [SURNAME],

I hope you are well. I am reaching out to explore whether there may be scope for me to support [FIRM NAME] on a flexible basis between [START MONTH] and [END MONTH] [YEAR]. I am currently studying [YOUR DEGREE] at [YOUR UNIVERSITY] and [YOUR WORK ELIGIBILITY LINE, E.G. "ALREADY HOLD A VALID [COUNTRY] WORK PERMIT"], so I would be fully eligible to contribute in [COUNTRY].

I have been following [FIRM NAME]'s approach to [WHAT THEY DO / THEIR STRATEGY] and was particularly interested in [ONE SPECIFIC THING YOU RESEARCHED ABOUT THEM]. [ONE SENTENCE ON WHY THAT MATCHES WHAT YOU WANT TO LEARN OR DO].

Rather than enquiring about a formal internship programme, I am keen to contribute wherever additional capacity would be most helpful. This could include [TASK 1], [TASK 2], [TASK 3], or assisting with internal reporting and day to day operational tasks. I am flexible on structure, duration, and scope, and my priority is to add value by supporting ongoing work while learning in a [TYPE OF ENVIRONMENT, E.G. "SMALL, HIGH RESPONSIBILITY"] environment.

Previously, I [EXPERIENCE 1: WHERE AND WHAT YOU DID], as well as [EXPERIENCE 2: WHERE AND WHAT YOU DID]. These experiences have helped me develop [SKILL 1], [SKILL 2], and the ability to [SKILL 3] in [TYPE OF SETTING].

I have attached my CV for context. If useful, I would greatly appreciate the opportunity to have a short introductory call to learn more about [FIRM NAME]'s current priorities and explore whether there may be a way for me to assist.

Kind regards,

[YOUR NAME]

ATTACH CV, LINK PHONE NUMBER AND LINKEDIN