Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

              My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I am a student in the Nueva School for the Performing Arts at Windsor High School. I have the opportunity to participate in an internship experience through Nueva, which can take the form of a job shadow experience or a field study project.  I need to complete a total of \_\_\_\_\_\_\_\_\_ hours by March, and am willing to spend those hours in anyway you think may help prepare me for a career in creative industries.  I am interested in learning about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ but am open to any experience you may offer.   It would really be a pleasure to work with you and help you in any way I can. Please let me know if you may be able to mentor me in this project.

Thanks for your time and I look forward to hearing from you.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_