

Dear Ms. Smith:

My name is Donald Duck and I am currently a junior at the University of California, Davis. I will be in Washington, D.C. in the Winter of 2014 as a participant in the UC Davis Washington Program. I will be available to do an internship from January 5th to March 15th. I am writing to find out if the ABC Organization will be offering internships this coming Winter Quarter and if so, how to apply. Thanks for your time and I look forward to hearing from you soon.

Sincerely,
Donald Duck