

Intern Learning Experience Review Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the learning experience review process for my internship at [Company/Organization Name]. As I reflect on my time with the team, I would like to gain insights into my performance and areas for improvement.

Additionally, I am eager to understand how my contributions aligned with the goals of the organization and any feedback you might have regarding my professional development.

If possible, I would appreciate the opportunity to discuss this during a brief meeting at your convenience. Thank you very much for your time and support during my internship.

Sincerely,

[Your Name]