

Intern Progress Review Request

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to request a progress review regarding my internship role at [Company Name]. As I have been working on [specific projects or responsibilities], I would appreciate your feedback on my performance thus far.

It would be beneficial to discuss my contributions, areas of improvement, and future goals. I am eager to learn and grow from your insights.

Please let me know a convenient time for us to meet, or if you prefer, I can send you a summary of my work to facilitate the discussion. Thank you for your consideration.

Best regards,

[Your Name]

[Your Contact Information]

[Intern Position]