

# Internship Project Outline

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Outline for New Internship Project

## 1. Project Title

[Insert Project Title]

## 2. Project Objectives

- [Objective 1]
- [Objective 2]
- [Objective 3]

## 3. Project Goals

[Detailed description of the project goals]

## 4. Timeline

Task	Start Date	End Date
[Task 1]	[Start Date]	[End Date]
[Task 2]	[Start Date]	[End Date]

## 5. Expected Outcomes

[Description of expected outcomes]

## 6. Resources Needed

- [Resource 1]
- [Resource 2]

## 7. Conclusion

[Closing remarks about the project]

Thank you for considering this outline. I look forward to your feedback.

Sincerely,  
[Your Name]