

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding my internship application for the [specific internship position] at [Company's Name]. I am very excited about the opportunity to contribute to your team and gain valuable experience in [specific field/industry].

As a reminder, I submitted my application on [date of application submission] and wanted to ensure that all necessary materials have been received. I am eager to learn more about the next steps in the selection process, as I am very interested in developing my skills and knowledge in [specific area].

Thank you for considering my application. I look forward to your response.

Sincerely,
[Your Name]