

Internship Confirmation Inquiry

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of my internship application submitted on [insert application date]. I am eager to confirm my placement for the upcoming academic term and would greatly appreciate any updates you might have regarding my application.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your University/Program Name]