

Internship Placement Start Date Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an adjustment to my start date for the internship position at [Company Name], originally scheduled for [Original Start Date]. Due to [brief reason for the adjustment], I would like to propose a new start date of [Proposed Start Date].

I am very excited about the opportunity to join [Company Name] and contribute to [specific project or field]. I appreciate your understanding and support in this matter.

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

Sincerely,

[Your Name]