

Inquiry Regarding Internship Outcome

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company 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 [Date of Application]. I am very enthusiastic about the opportunity to join [Company Name] and contribute to your team.

As the internship period approaches, I would greatly appreciate any updates you can provide regarding the outcome of my application. I am very eager to learn and grow within your esteemed organization.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

[Your Name]