

Internship Placement Update

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request an update regarding the status of my internship placement with [Company/Organization Name] for the [specific term or position] position.

As the start date approaches, I am eager to confirm the details and ensure that all necessary preparations are in place. If there are any documents or information you need from my side, please let me know.

Thank you for your assistance. I look forward to your response.

Best regards,

[Your Name]

[Your Contact Information]

[Your University/College Name]