

[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 inquire about the next steps in the application process for the summer internship position I applied for at [Company's Name]. I am very enthusiastic about the opportunity to join your team and gain valuable experience.

Could you please provide an update on the status of my application? Additionally, I would appreciate any information regarding the timeline for the interview process.

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

Sincerely,

[Your Name]