

[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 follow up on my application for the [specific internship position] at [Company's Name] that I submitted on [submission date]. I am very enthusiastic about the opportunity to join your team and contribute to [specific project or task related to the internship].

Having researched [Company's Name] and its initiatives, I am eager to bring my skills in [your skills or relevant experience] to your company. I believe that my background and passion for [related field] would make me a valuable addition to your team.

If there is any additional information I can provide to assist in the decision-making process, please let me know. I look forward to the possibility of discussing my application further.

Thank you for your time and consideration.

Sincerely,

[Your Name]