

# Inquiry Regarding Co-op Program Offer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Degree] student at [Your University]. I am writing to inquire about the co-op program offer I recently applied for at [Company's Name].

I am very enthusiastic about the opportunity to join your esteemed company and contribute to [specific project or aspect of the company]. I would greatly appreciate any updates regarding my application status and the next steps in the selection process.

Thank you for your time and consideration. I look forward to your response.

Sincerely,

[Your Name]