

Internship Stipend Adjustment Appeal

Date: [Insert Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to respectfully request a review of my current stipend for my internship with [Company/Organization Name]. After careful consideration and reflecting on my contributions, I believe a merit-based increase would be justified.

Throughout my internship, I have consistently met and exceeded expectations. [Provide specific examples of achievements, responsibilities, or projects you have undertaken that demonstrate your performance and dedication]. I believe these contributions have positively impacted the team and the organization.

Given the skills and insights I have brought to my role, I kindly ask for your reconsideration of my current stipend. An adjustment would not only reflect my contributions but also motivate me to continue delivering my best work.

I appreciate your time and consideration and am open to discussing this matter further. Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]