

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to inquire about the possibility of a cost-of-living adjustment for my internship stipend. As an intern at [Company's Name], I am excited about the opportunity to contribute to the team and gain valuable experience.

Given the rising cost of living in [City/Location], I would like to discuss the financial aspects of my internship stipend to ensure that I can fully focus on my responsibilities without undue financial strain.

Additionally, I believe that aligning the stipend with the current cost of living will enable me to perform at my best and make the most of this internship opportunity.

I greatly appreciate your consideration of this request and look forward to the possibility of discussing it further. Thank you for your time.

Sincerely,

[Your Name]