

Request for Internship Offer Letter

[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 formally request an offer letter for the internship position I interviewed for on [date of interview] at [Company's Name]. I am thrilled about the opportunity to join your team and contribute to [specific project or field].

Please let me know if you need any additional information from my side. I am looking forward to your positive response.

Thank you for your consideration.

Sincerely,

[Your Name]