

Professional internship follow-up letter template

Subject: Follow-Up on Internship Application

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on my application for the [Internship Position] at [Company Name] submitted on [Application Date]. I am very enthusiastic about the opportunity to contribute to your team and to further develop my skills in [Relevant Field].

Please let me know if any additional information is needed or if there is an update regarding my application status. I greatly appreciate your time and consideration and look forward to your response.

Sincerely,

[Your Name]

[Contact Information]

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