

Formal internship follow-up letter after interview template

Subject: Follow-Up on Internship Interview

Dear [Recipient Name],

I wanted to extend my gratitude for the opportunity to interview for the [Internship Position] at [Company Name] on [Interview Date]. It was a pleasure to discuss my qualifications and learn more about your organization.

I am very enthusiastic about the opportunity to contribute to your team and would appreciate any updates regarding the next steps in the selection process. Thank you once again for your time and consideration.

Sincerely,

[Your Name]

[Contact Information]

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