To

XXX

Internship Manager, HR Department

XXX Corporate Offices Pvt. Ltd

ADDRESS

DATE

Subject: Letter inquiring about the status of internship application.

Dear Ms. XXX

My name is XXX and I am writing this letter in reference to the internship application filed by me on the 30th of May 201X.The said internship was advertised in the corporate vacancy bulletins and they called for all fresh graduates in sales to apply for the internship program.

I would thus like to inquire about the possibility of my appointment to the internship program. Though I have provided the office with all of my relevant documents with the application, I am enclosing another set of copies of the documents.

Since the internship is to begin from 10th of June, I hope you will look into this matter and revert back to me with a viable response to the delay and the internship application filed with the organization.

Regards

Mr. XXX