

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I wanted to take a moment to follow up on my application for the HR internship position that I interviewed for on [insert date of interview]. I am very enthusiastic about the opportunity to contribute to [Company Name] and be part of your team. I appreciate the chance to discuss my qualifications and learn more about the exciting projects at [Company Name]. I am particularly drawn to [specific aspect of the company or internship relevant to your interests], and I believe my skills in [mention relevant skills or experiences] would add value to your team.

If there are any updates on the status of my application, I would love to hear from you. Thank you once again for the opportunity, and I look forward to the possibility of working together.

Warm regards,
[Your Name]