

Gina Sample

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Thomas Smith
Internship Coordinator
ABC Non Profit Organization
2599 Sample Street
Albuquerque, NM 87131

Dear Mr. Smith,

I am writing to follow-up on the internship opportunity with ABC Non Profit. When we last spoke you mentioned that a final decision would be made at the end of July and I wanted to see if this is still a correct timetable.

As I have mentioned previously, I am very interested in an internship with your organization. Its mission, people and environment are a direct match for the type of work and professional experience I am seeking as an undergraduate student in psychology.

I will call you early next week to follow-up to this letter. If you would like to speak sooner, please do not hesitate to contact me at 505-555-9044 or through e-mail at gsample@unm.edu.

Thank You,

Gina Sample