

Dear Ms. Smith:

My name is Donald Duck and I am a junior at the University of California, Davis. I submitted an application to your office for an internship with the ABC Organization during the 2014 Winter Quarter and I am writing to verify that you received all of my materials. If possible, I was also hoping to learn when you expect to start reviewing applications and selecting your interns for the Winter of 2014. Thanks so much for your time.

Sincerely,
Donald Duck