



PARKER DEWEY

Subject: Update on [Project Name]

Hello [Contact],

[Start with some sort of pleasantries or well wishes. Feel free to follow up on positive small talk you may have made during your kickoff meeting. For example, if you happened to talk about both loving your dogs, you can write, 'I hope you and Fido both had a great weekend!'.] I am checking in to provide you with an update on my Micro-Internship project.

So far I have done the following:

- [use bullet points to detail the steps you've taken so far. Some examples are below]
- Completed research
- Created an outline for a first draft
- Reviewed documentation

My next steps are to:

- [use bullet points to explain the next steps you plan to take. Some examples are below]
- Catalog the issues
- Reformat the data
- Finish the draft

As of now, I have questions about the following / As of now, I don't have any questions. [select whichever one fits your situation, but if you do have questions, use bullet points to list them. Examples are below]

- How do I access the [?]?
- How do you want [?] in particular formatted?
- I couldn't find an explanation for [?] abbreviation in the data. Could you explain?

I expect to have [draft / final / sample] to you by [date].

Thank you for your guidance!

[Your name]

[Your Institution, Class of ??]