

Subject: Request for Internship Reflection and Feedback

Dear [Supervisor's Name],

I hope this message finds you well. As my internship at [Company Name] comes to a close on [last day of internship], I wanted to take a moment to express my gratitude for the invaluable experience I gained during my time here.

Working on [specific projects/assignments] has not only enhanced my skills but also provided me with great insight into [industry/profession]. I truly appreciate your guidance and support throughout the internship.

In addition, I would like to kindly request your feedback regarding my performance. Your insights would be incredibly helpful as I reflect on my experiences and seek to improve in my future endeavors. If possible, I would love to discuss this in person or receive your thoughts via email at your convenience.

Thank you once again for the opportunity to be part of [Company Name]. I look forward to hearing from you.

Best regards,

[Your Name]

[Your Contact Information]