

Letter of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally acknowledge your invaluable guidance and support during my internship at [Company/Organization Name]. Your mentorship has significantly contributed to my personal and professional development.

Throughout my internship, I have learned [briefly mention skills or knowledge gained], which I believe will enhance my career moving forward. I am particularly grateful for your advice on [specific aspect of guidance], which has provided me with direction and clarity.

Thank you once again for your assistance and encouragement. I look forward to keeping in touch and applying what I have learned in my future endeavors.

Sincerely,

[Your Name]