

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I wanted to extend my heartfelt gratitude for the opportunity to interview for the Supply Chain Internship position at [Company's Name] on [date]. It was a pleasure to meet with you and discuss the innovative projects your team is working on.

Our conversation reinforced my enthusiasm for the role and my desire to contribute to your team. I am particularly drawn to [mention any specific project or aspect discussed during the interview], and I am eager to bring my skills in [your relevant skills] to [Company's Name].

Thank you once again for your time and consideration. I look forward to the possibility of working together and contributing to the success of [Company's Name].

Warm regards,

[Your Name]