

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to express my heartfelt gratitude for the opportunity to intern at [Organization's Name]. My experience during the internship was incredibly rewarding and gave me valuable insights into the workings of nonprofit organizations.

The skills and knowledge I gained while working with your team will undoubtedly benefit my future endeavors. I appreciate the guidance and support provided by everyone at [Organization's Name], which made my internship not only educational but also enjoyable.

Thank you once again for this amazing opportunity. I look forward to staying in touch and hope to contribute to your mission in the future.

Warmest regards,

[Your Name]