

Internship Final Report Submission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Institution Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally submit my final report for the internship I completed at [Company/Institution Name] from [Start Date] to [End Date].

This report provides an overview of my experiences, the skills I gained, and the projects I was involved in during my internship. I believe this experience has greatly contributed to my professional and personal development.

Thank you for the opportunity to intern at your esteemed organization. I appreciate all the guidance and support from you and the team.

Please find the report attached for your review. I look forward to discussing my internship experience with you and receiving any feedback you may have.

Thank you for your attention to this matter.

Sincerely,

[Your Name]