

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company 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 invaluable guidance and support you provided during my internship program at [Company Name]. Your mentorship made my experience incredibly rewarding and insightful.

Throughout the internship, I learned so much about [specific skills or experiences you gained], and I truly appreciate the time you invested in helping me develop these skills. Your feedback and encouragement played a significant role in my personal and professional growth.

Thank you once again for your generosity and support. I look forward to staying in touch and hopefully collaborating in the future.

Warm regards,

[Your Name]