

Date: _____

Your Name
Your Address
City, State, ZIP Code
Your Email
Your Phone Number

Recipient's Name
Recipient's Position
Company/Organization Name
Company Address
City, State, ZIP Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my heartfelt gratitude for the invaluable professional development I experienced during my internship at [Company/Organization Name].

The opportunities I was given to learn and grow, along with the guidance and support from you and the team, have been instrumental in shaping my skills and confidence. I truly appreciate the time you invested in mentoring me and the constructive feedback I received throughout my internship.

Thank you once again for this wonderful experience. I look forward to staying in touch and hope to cross paths in the future.

Sincerely,
[Your Name]