

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally acknowledge and express my gratitude for the opportunity I had to intern at [Company/Organization Name] from [Start Date] to [End Date].

During my internship, I was able to gain valuable experience in [mention specific skills or areas you learned about]. The mentorship and guidance provided by you and the team were instrumental in my professional growth, and I truly appreciate the support you offered throughout my training period.

I would like to thank you for the chance to work on [mention any specific projects or tasks you were involved in], which allowed me to apply my academic knowledge in a practical setting. This experience has significantly contributed to my career aspirations, and I look forward to implementing what I have learned in my future endeavors.

Thank you once again for this wonderful opportunity. I hope to stay connected and wish [Company/Organization Name] continued success in the future.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]