

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide feedback on my internship experience at [Company/Organization Name] from [start date] to [end date].

Firstly, I want to express my gratitude for the opportunity to work with such a talented and supportive team. During my time here, I learned [briefly mention key skills or experiences gained].

The [specific project/task] was particularly impactful, as it allowed me to [describe what you learned or how you contributed]. I appreciated the guidance I received from [mention any mentor or colleague], which helped enhance my understanding of [specific topic or skill].

I also valued the [mention any training, workshops, or events] that were organized, as they provided additional insights and networking opportunities.

However, I would suggest [provide constructive feedback, if any, e.g., areas for improvement or additional support that could have been helpful].

Overall, this internship has been a highly rewarding experience, and I am excited to apply what I have learned in my future endeavors. Thank you once again for this opportunity.

Sincerely,
[Your Name]