

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

Dear [Recipient Name],

I hope this message finds you well. I wanted to take a moment to express my heartfelt gratitude for the opportunity to intern at [Company Name] this past [duration of internship].

The experience I gained working alongside you and the rest of the team has been invaluable. I learned [specific skills or experiences], which I believe will greatly benefit my career. The support and guidance you provided made a significant difference in my growth, and I truly appreciate your mentorship.

Thank you once again for this wonderful opportunity. I hope to stay in touch and look forward to crossing paths in the future.

Warm regards,

[Your Name]