

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

[Recipient's Name]
[Recipient's Position]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally document my work experience at [Company's Name] during my internship from [Start Date] to [End Date].

Throughout my time at [Company's Name], I had the opportunity to [briefly describe your primary responsibilities and tasks]. This experience allowed me to develop and enhance my skills in [mention specific skills or areas].

I am particularly proud of [mention any specific achievements or contributions you made during your time]. This not only provided me with valuable insights into the [industry/field], but also helped me understand [mention any important lessons learned or experiences].

I would like to express my gratitude for the support and guidance I received from [mention any mentors or team members]. Their insights were invaluable to my professional growth.

Please find attached any necessary documentation requested for this experience, including [list any attached documents if applicable].

Thank you for the opportunity to be part of your team. I look forward to staying connected.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position, if applicable]