

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title]
[YXX 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 [specific reason or event, e.g., your support during my internship at YXX]. Your guidance and encouragement have made a significant impact on my experience and learning.

I truly appreciate [specific examples of support or assistance provided]. Your [mention any specific qualities or actions] inspired me and made me feel valued as part of the team.

Thank you once again for your kindness and support. I look forward to staying in touch and hope to collaborate again in the future.

Warmest regards,

[Your Name]