

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

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

Dear [Recipient Name],

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

Throughout my internship, I had the opportunity to [briefly describe key responsibilities or projects]. I particularly enjoyed [mention specific aspects of the role or organization that you found valuable].

One of the highlights of my internship was [describe a significant experience or learning moment]. This experience helped me develop [mention any skills or knowledge gained], which I believe will be beneficial in my future endeavors.

I also appreciated the support and guidance from my supervisor, [Supervisor's Name], and the team. Their insights and encouragement motivated me to [describe any achievements or milestones].

In terms of feedback, I would suggest [mention any constructive feedback or observations]. I believe that implementing these suggestions could enhance the internship program for future interns.

Overall, my experience at [Company/Organization Name] was [summarize your overall impression], and I am grateful for the opportunity to learn and grow within such a dynamic environment. Thank you once again for this invaluable experience.

Sincerely,  
[Your Name]