

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

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to express my sincere gratitude for the opportunity to intern at YYC [specific program or department] during [specific timeframe].

I truly appreciated the chance to work alongside such a talented team and to contribute to [specific project or task]. This experience has not only enhanced my skills in [specific skills or areas], but it has also deepened my passion for [related field or career].

Thank you for your guidance and support throughout my internship. I learned so much from our discussions and your feedback helped me grow both personally and professionally.

I look forward to staying in touch and hope to have the opportunity to work together again in the future.

Warm regards,

[Your Name]