

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

Dear [Recipient's Name],

I hope this message finds you well. I want to take a moment to sincerely thank you for the opportunity to intern at [Company's Name] during [specific time period]. It was an invaluable experience that greatly enhanced my skills in [specific skills/areas].

I truly appreciate the support and guidance you and the team provided throughout my internship. Working alongside such talented professionals has inspired me and has solidified my passion for [industry/field].

Thank you once again for this incredible opportunity. I look forward to staying in touch and hope our paths cross again in the future.

Warm regards,

[Your Name]