

Thank-You Letter for Unpaid Internship Opportunity

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]

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

Dear [Recipient Name],

I am writing to express my sincere gratitude for the opportunity to intern at [Company/Organization Name]. I deeply appreciate the valuable hands-on experience and guidance I received during my time as an intern, and I am truly grateful for the chance to learn and grow within such a supportive and inspiring environment.

Throughout my internship, I was able to develop my [specific skills or knowledge areas, e.g., research, communication, teamwork] and gain a deeper understanding of [industry/field]. Your mentorship and the encouragement from the entire team have been instrumental in shaping my professional aspirations and reinforcing my commitment to pursue a career in this field.

Thank you for your time, support, and the learning opportunities you provided. The experience has been invaluable and has greatly contributed to my personal and professional development. I look forward to staying in touch and hope to have the opportunity to contribute to [Company/Organization Name] in the future.

Once again, thank you for this memorable and rewarding experience.

Sincerely,
[Your Name]