

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

[Recipient's Name]  
[Recipient's Title]  
[Organization Name]  
[Organization Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally express my sincere gratitude for the invaluable opportunity to intern with [Organization Name]. My time during the internship was both enriching and rewarding, providing me with meaningful experience and enabling me to further develop my professional skills.

I am truly thankful for the support and guidance extended by you and the entire team throughout my internship. Your mentorship and encouragement played a critical role in my learning journey, and I greatly appreciated the chance to contribute to ongoing projects and collaborate with such a dedicated group of professionals. The welcoming and supportive environment at [Organization Name] fostered my growth and made each day a unique learning experience.

This internship has been instrumental in shaping my career aspirations, and I deeply value the experiences I have gained. Thank you once again for your trust, support, and for considering me for opportunities during and beyond my internship. I hope to maintain the connections I have made and look forward to the possibility of collaborating or working with [Organization Name] in the future.

Wishing you and the organization continued success, and thank you again for this memorable experience.

Sincerely,  
[Your Name]