

Date: [Insert Date]

[Coordinator's Name]  
International Internship Coordinator  
[Department/Office Name]  
[University/Organization Name]  
[Address Line 1]  
[Address Line 2]

Dear [Coordinator's Name],

I am writing to express my sincere gratitude for your invaluable support and guidance throughout my international internship experience. Your dedication to facilitating my placement, providing essential resources, and ensuring a smooth and enriching journey made a significant difference in both my professional and personal growth.

I deeply appreciate the time and effort you invested in helping me adjust to a new environment and culture. Your encouragement, timely advice, and readiness to assist with any challenges enabled me to focus on making the most of this incredible opportunity.

Your commitment to fostering cultural exchange and professional development among students is truly commendable. I am grateful for the positive impact you have had on my internship experience, and I feel inspired to pursue further international endeavors thanks to your support.

Thank you once again for your dedication and for playing such a pivotal role in my journey. I am confident that many students, like myself, benefit immensely from your guidance and care.

With sincere appreciation,  
[Your Name]  
[Your Program/Major]  
[Your Contact Information]