

Thank-You Letter for Research Internship Opportunity

Below is a template you can use to write a thank-you letter for a research internship opportunity.

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Date]

[Supervisor's Name]

[Title/Position]

[Institution/Organization Name]

[Address]

[City, State ZIP Code]

Dear [Supervisor's Name],

I would like to express my sincere gratitude for the opportunity to participate in the research internship within the [specific department or lab name] at [Institution/Organization Name]. I am truly grateful for your mentorship and the chance to contribute to [briefly mention project or area, e.g., "the project on renewable energy solutions"].

Throughout my internship, I have gained valuable hands-on experience and developed skills in [mention specific skills, techniques, or tools learned, e.g., "statistical data analysis, laboratory techniques, and scientific communication"]. Working alongside you and the team has deepened my interest in [field or topic, e.g., "environmental engineering"] and has reinforced my desire to pursue a career in this area.

Thank you again for your guidance and support. I appreciate the time you invested in my professional growth and your insights, which have been truly inspiring. I look forward to staying in touch and hope to apply what I have learned in my future academic and career pursuits.

Sincerely,

[Your Name]