

Thank-You Letter Format for Internship Recommendation Letter

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Date]

[Recommender's Name]

[Their Position/Title]

[Organization/Institution Name]

[Address]

[City, State ZIP Code]

Dear [Recommender's Name],

I hope this message finds you well. I am writing to sincerely thank you for taking the time to write a recommendation letter on my behalf for the [Internship Position] at [Company/Organization Name]. I truly appreciate your support and the thoughtful endorsement you provided.

Your recommendation played a significant role in strengthening my application, and I am grateful for your confidence in my abilities. This internship represents an excellent opportunity for me to further develop my skills and align my experiences with my academic and career aspirations in [related field or goal].

Thank you once again for your invaluable support and encouragement. I greatly appreciate your time and willingness to assist me. Please let me know if there is ever any way I can be of help to you as well.

Warm regards,

[Your Name]