

Thank-You Letter Template: After Internship with Request for Recommendation

Dear [Supervisor's Name],

I hope this message finds you well. As I conclude my internship at [Company/Organization Name], I want to express my sincere gratitude for the invaluable experience and guidance I received during my time here. Working under your supervision has significantly contributed to my professional development, and I deeply appreciate the opportunities I had to learn and grow within your team.

I am especially grateful for the support you provided in [mention specific tasks, projects, or skills], which allowed me to sharpen my abilities and gain new insights into [industry/field]. Your mentorship and feedback have played a crucial role in shaping my understanding of the industry and inspiring my career aspirations.

As I take the next steps in my professional journey, I would be honored if you could provide a letter of recommendation or serve as a reference for me. Your perspective on my work and contributions would be incredibly valuable in helping me pursue future opportunities in this field.

Thank you once again for a rewarding and memorable internship experience. I look forward to keeping in touch and hope our paths cross again in the future. Please let me know if there is any additional information I can provide to assist with your recommendation.

Sincerely,

[Your Name]

[Your Contact Information]