

Your street address
Town, NY zip code
DATE HERE

<<4x>>

Mr. Tom Jones, Title
Company Name
Street address
Town, NY zip code

<<2x>>

Dear Mr./Ms. _____:

<<2x>>

Thank you for allowing me to intern at _____ in the
_____ department. I appreciate the time you spent mentoring me. I
learned _____, _____, and _____.

<<2x>>

I hope that other students will be allowed to gain the experience I did at
_____. It was a great compliment to what I am learning in my
_____ class at Barry Tech. Thank you for this wonderful
opportunity.

<<2x>>

Sincerely,

<<4x>> Sign here

Your Name here – first and last