Thank you letter to the owner of the company

Dear Ms. XYZ,

I am extremely thankful for the internship opportunity you offered me in the sales department of your company. Being a part of the [area name] regional office of [company’s name] was an amazing experience.

It provided me with much-needed knowledge and skills that will help me with my future jobs after college. The team was extremely supportive and always made me feel like a valuable member. Moving beyond the classroom and joining your company as an intern opened new horizons of knowledge for me.

The hands-on training allowed me to understand things better and strengthened my foundation. I will be forever grateful to you and the team for the most amazing three months of my life.

I feel I’m much better equipped now and will be able to add more value to my future job. I will be finishing college in March and hope to find a job in a company that has a wonderful team like yours.

I extend my heartfelt thanks to you for providing me with the opportunity to gain such a rewarding experience.

Sincerely yours,

[Your name]

Email address