

Sender's Address

Sender's Email Address

Date

Receiver's Name

Receiver's Job Title

Name of the Company

Address of Company

Subject: Thank You Note for Letter of Recommendation

Dear ABC (Name of the Receiver),

Thank you for allowing me to work as a social media marketing intern in your company. I have gained a lot of experience under your guidance during my two months of internship.

Everyone at your office is so helpful and I am grateful to all for giving me so much. It's my pleasure to work under such a great and talented team. This internship helped me gain valuable knowledge and insight into my field. The internship helped me a secure job as a social media marketing manager with XYZ Consultancy in New York. The valuable time of your in writing a recommendation letter for me helped me to secure such a great offer.

Once again, thank you for your guidance. I would love to give a visit to the office and would like to thank everyone for their guidance. I am truly grateful to everyone.

Sincerely,

(Signature)

Sender's Full Name