

**(Mention the sender's name)**

**(Mention the job title)**

**(Mention the company name)**

**(Mention the date)**

**To,**

**(Mention the recipient's name)**

**(Mention the job title)**

**(Mention the organization's name)**

**Subject: Acknowledging for The Internship Project**

**Dear (recipient' name),**

I am writing this letter as an acknowledgment and my gratitude towards the entire team for presenting me with the opportunity to work in the internship project, [mention the name of the project], which required a lot of effort and endless hours to achieve success and I was ultimately rewarded with the attention of our target audience which was the very goal.

I would never have been able to provide the company such success by managing to impress our clients had it not been for your thorough support.

You made sure that I am able to get the content right when at a particular time, I suffered an immense nervous breakdown, getting no ideas at all, with my mind going blank and thinking whether I will be able to achieve the desired results at all in the end.

I would particularly like to thank my team leader, Miss [mention the name] whose experience in the field for the last [mention the no. of years] alone shows how knowledgeable and talented she is.

I am truly able to learn so much. I know I am personalizing it but had you not kept faith in me and pushed me hard, I would never have been able to win so many

hearts, and I am truly happy that this project has ultimately passed and got approved.

It has not only been my success; in fact, I believe it has been the entire team's success that added another feather to our cap.

I promise to work hard and continue to do even better in the future so that you all are proud of me.

Thanking you

**Sincerely,**

**(Your signature)**