Sample #1

Dear [Recipient’s Name],

I would like to express my gratitude for your reference for the internship position at [organization’s name]. I appreciate the confidence you have shown in me and your willingness to contact management in my behalf. This internship will broaden my experience and skills, and I’m deeply thankful for coming through for me.

I’m looking forward to a great learning experience throughout the internship. I will keep you posted on my progress.

Thank you very much.

Regards

[Your Name]

Sample #2

Dear [Recipient’s Name],

Thank you for agreeing to write a letter of recommendation to accompany my application for the [job] at [company]. I have always wanted to pursue a career in [desired career] ever since I was a child and I am happy to inform you that I have been offered the job.

I strongly believe that your recommendation contributed a great deal towards this result and I am forever grateful for the time and effort you put in to write the recommendation.

Thank you very much.

Regards

[Your Name]