

## Internship Thank You Letter



Date

Name

Title

Organization

Address

City, State, Zip Code

Dear Mr./Ms. Last Name,

Thank you for spending time speaking with me about the internship position at the Graham Waters Foundation. The opportunity to work with the artists you showcase, as well as your premier staff, would provide wonderful experience for someone with my interests and goals.

My coursework has prepared me well for the responsibilities of this internship, as you described them. I am very enthusiastic to spend some time in the field, applying what I have been studying for the past few years. I will bring a willingness to learn all aspects of what it takes to be a part of an organization such as yours.

Again, I truly appreciate the time you took to speak with me about this internship. Please let me know if there is any additional information that I can provide. I would welcome the opportunity to work with you and all the talented people at the Foundation.

Thank you for considering me for this opportunity.

Sincerely,

Your Signature (hard copy letter)

Your Typed Name