

The letter should be centered VERTICALLY (up and down) so that there is approximately the same amount of white space at the top as there is at the bottom.

10 Gray Avenue
Greenwich, NY 12834
January 22, 2008

Return address (yours or schools)
Today's Date

One Two Three Veterinary Clinic
PO Box 234
Greenwich, NY 12834

Mentor Name
Worksite Company
Worksite Street Address
Worksite City, State Zip

Dear Staff at the One Two Three Veterinary Clinic:

Name of Mentor(s)

I would like to thank everyone for making this internship a wonderful experience. The opportunity helped me to get a better look into the field I am interested in. The information that you provided was very beneficial and eye opening. I was exposed to a variety of procedures that were very interesting and helpful to me.

Thank you again for your time and patience.

Sincerely,

Leave enough space to sign your name here.

YOUR NAME