

Appendix E. Example Thank You Letter Sent to Client Upon Completion of Internship.

Date

To: [Client Name, Organization, and Address]

From: Jammie Price
Assistant Professor of Sociology
Applied Sociology Internship Coordinator

Re: Spring Applied Sociology Internship

Thank you for participating in our Applied Sociology Internship program this spring. Your mentoring helped to shape [student name]'s career goals. [Student name] should be giving you a copy of her report soon, if she has not already. I also want to thank you for your responses to my evaluation forms this semester. This feedback will help me improve the internship program next fall.

I hope we have the opportunity to work together in the future. If you have any questions or comments, please do not hesitate to contact me.

Respectfully,

[my signature]