

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company/Institution Name]
[Company/Institution Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to express my heartfelt gratitude for the invaluable guidance and support you have provided me throughout [mention the specific period or project].

Your insights and encouragement have profoundly influenced my personal and professional growth. [Include a specific example of how their mentorship impacted you.]

Thank you once again for your generosity and belief in my potential. I look forward to staying in touch and hope to make you proud as I continue my journey.

Warm regards,

[Your Name]