

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my heartfelt gratitude for referring me to [Specific Position/Opportunity] at [Company Name].

Your belief in my skills and potential has truly motivated me. It was an excellent opportunity, and I appreciate your support throughout the process.

I am excited about the possibility of contributing to [Company Name] and look forward to keeping you updated on my progress. Thank you once again for your assistance and encouragement.

Warm regards,

[Your Name]