

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Professor's Name]
[Department Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear Professor [Last Name],

I hope this message finds you well. I wanted to take a moment to express my sincere gratitude for [specific reason: e.g., your guidance during my research project, your support in my studies, the recommendation letter you wrote for me, etc.].

Your [quality: e.g., insight, encouragement, dedication] has had a significant impact on my [academic career, personal growth, etc.]. I truly appreciate the time and effort you have invested in me.

Thank you once again for your support and mentorship. I look forward to applying what I have learned in my future endeavors.

Warm regards,

[Your Name]
[Your Student ID (if applicable)]
[Your Course/Program]