

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company 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 the opportunity to [mention specific reason - e.g., "be a part of the EWOL team during the recent project"].

Your guidance and support have been invaluable, and I truly appreciate the time and effort you invested in helping me [mention a specific achievement or learning experience].

Thank you once again for your support and encouragement. I look forward to our continued collaboration.

Warm regards,  
[Your Name]