

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my heartfelt gratitude for the opportunity to participate in the FCE program. The experience has been invaluable, providing me with [specific skills or knowledge gained] and enabling me to [mention any personal or professional growth]. I genuinely appreciate the support and dedication from you and the team throughout the course.

Thank you once again for your guidance and encouragement. I look forward to applying what I have learned and staying connected.

Warm regards,

[Your Name]