

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company 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 [specific reason: e.g., the interview opportunity, your guidance, etc.].

[Optional: Briefly mention any specific points of interest or connection from your previous interaction.]

I truly appreciate [mention any specific advice, support, or opportunity they provided]. It has been valuable in [explain how it has helped you or your perspective].

Thank you once again for your [time, consideration, support, etc.]. I look forward to [mention any future interactions you hope for, if applicable].

Warm regards,  
[Your Name]