

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

Dear [Recipient's Name],

I hope this message finds you well.

I want to take a moment to express my heartfelt gratitude for [specific reason for thanking them, e.g., the opportunity to work with you on the IJ project]. Your support and guidance have been invaluable, and I truly appreciate the time and effort you dedicated to [specific contributions or experiences].

Working alongside you has been an extraordinary experience, and I have gained profound insights that will significantly benefit my [career/studies]. Thank you once again for your kindness and generosity.

Warm regards,

[Your Name]