

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

[Mentor's Name]  
[Mentor's Title]  
[Mentor's Organization]  
[Mentor's Address]  
[City, State, Zip Code]

Dear [Mentor's Name],

I hope this message finds you well. I wanted to take a moment to thank you for your guidance and support throughout [specific time period or project]. Your insights have been invaluable to my growth and development.

[Include specific feedback about what you learned and how it impacted you.]

I appreciate your mentorship and look forward to continuing to learn from you.

Thank you once again for your time and encouragement.

Sincerely,

[Your Name]