

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

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

Dear [Mentor's Name],

I hope this letter finds you well. I am writing to express my heartfelt gratitude for your guidance and support throughout [specific period or project].

Your mentorship has been invaluable in helping me [describe what you learned or achieved]. The insights you shared and the encouragement you provided have greatly influenced my personal and professional growth. Thank you once again for your time, patience, and belief in my potential. I truly appreciate everything you have done for me.

Warm regards,

[Your Name]