

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my heartfelt appreciation for the guidance and support you have provided me during [specific time period or project]. Your mentorship has been invaluable in my personal and professional growth.

Your ability to [mention specific qualities, e.g., inspire, motivate, share knowledge] has made a significant impact on my journey. I particularly appreciate [mention specific advice, experience, or insight that was impactful].

Thank you once again for your dedication and encouragement. I am truly grateful for the time and effort you have invested in my development.

Warm regards,

[Your Name]