

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Mentor's Name]
[Mentor's Title/Position]
[Mentor's Organization]
[Organization Address]
[City, State, ZIP Code]

Dear [Mentor's Name],

I hope this letter finds you in great spirits. I want to take a moment to express my gratitude for your guidance and support throughout my [specific time period, project, or program]. Your mentorship has truly made a significant impact on my personal and professional growth.

[Body of letter: Discuss specific experiences, lessons learned, and how the mentor's guidance has helped you. Mention any skills or knowledge gained that you find particularly valuable.]

I appreciate the time you have invested in mentoring me and the insights you have shared. It has been inspiring to learn from your experiences and apply your advice in my journey.

Thank you once again for your invaluable support. I look forward to continuing to learn from you and hope to keep in touch as I progress in my career.

Best regards,

[Your Name]
[Your Title/Position (if applicable)]
[Your Organization (if applicable)]