

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

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to express my heartfelt gratitude for your guidance and support during [specific time period or project].

Your expertise and insights have been invaluable to me, and I truly appreciate the time you took to share your knowledge. The skills and lessons I have learned from you will undoubtedly serve me well in my future endeavors.

Thank you once again for being such an inspirational mentor. I look forward to staying in touch and updating you on my progress.

Warm regards,

[Your Name]