

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you in great spirits. As I approach my graduation, I wish to take a moment to express my heartfelt appreciation for your unwavering support and guidance throughout my academic journey. Your encouragement has been invaluable, and I am truly grateful for the time and effort you have invested in my growth. The lessons I have learned from you will stay with me as I embark on this new chapter of my life.

Thank you once again for believing in me and for being a significant part of my success. I look forward to sharing my future achievements with you. Warmest regards,

[Your Name]