

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my sincere gratitude for [specific reason - e.g., your support, your guidance during my internship, etc.]. Your assistance made a significant impact on [mention how it helped you or the project].

I truly appreciate the time and effort you dedicated to [mention specific instance or help]. It has been a pleasure working with you, and I have learned so much under your mentorship.

Thank you once again for your support and encouragement. I look forward to staying in touch and hope to collaborate with you in the future.

Warm regards,

[Your Name]  
[Your Position/Title, if applicable]  
[Your Contact Information]