

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my heartfelt thanks for [specific reason for gratitude, e.g., your support during my job search, the opportunity to interview, etc.].

Your assistance and guidance have made a significant impact on me, and I am truly grateful for the time and effort you dedicated to [mention any specific help they provided].

I appreciate your kindness and generosity and look forward to [mention any future plans or thoughts, e.g., staying in touch, continuing our conversation, etc.].

Thank you once again for everything.

Warm regards,

[Your Name]  
[Your Phone Number]