

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

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

Dear [Mentor's Name],

1. **\*\*Opening\*\***

- Warm greeting
- Express gratitude for their mentorship

2. **\*\*Purpose of the Letter\*\***

- Briefly state the reason for writing the letter

3. **\*\*Personal Update\*\***

- Share recent developments in your life/career
- Mention any challenges and how you've addressed them

4. **\*\*Impact of Mentorship\*\***

- Reflect on how their guidance has influenced you
- Share specific examples or anecdotes

5. **\*\*Future Goals\*\***

- Outline your goals moving forward
- Ask for advice or insights related to these goals

6. **\*\*Closing\*\***

- Thank them again for their support
- Express interest in staying connected

Sincerely,

[Your Name]