

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

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

Dear [Recipient's Name],

I hope this letter finds you in great spirits. I am writing to express my heartfelt gratitude for the opportunity to pursue the Postgraduate Diploma in [Program Name] at [Institution's Name].

The knowledge and skills I gained during this program have been invaluable. I appreciate the dedication of the faculty and the support of my peers, which have contributed significantly to my learning experience. Thank you once again for your guidance and support throughout this journey. I look forward to applying what I have learned in my future endeavors.

Warm regards,

[Your Name]

[Your Signature (if sending a hard copy)]