

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

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

Dear [Recipient's Name],  
I hope this letter finds you well. I am writing to express my heartfelt appreciation for the invaluable assistance and support you provided during my preparation for the PTE examination.  
Your guidance and resources played a crucial role in boosting my confidence and understanding of the test format. The strategies you shared were instrumental in helping me achieve my desired score.  
Thank you once again for your encouragement and support. I truly appreciate your dedication to helping others succeed.  
Sincerely,  
[Your Name]