

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

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

Dear [Recipient Name],

I hope this message finds you well.

I wanted to take a moment to express my heartfelt gratitude for [specific reason for gratitude, e.g., the opportunity to interview, your support, etc.].

Your [mention a positive trait or action, e.g., guidance, feedback, generosity] made a significant impact on [how it affected you, your project, etc.].

I am particularly thankful for [mention any specific detail or moment that stood out].

Once again, thank you for your [support/guidance/help] and for believing in me. I hope to [mention any future interactions, relationships, or goals].

Warm regards,

[Your Name]

[Your Job Title/Occupation, if applicable]