

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my heartfelt gratitude for the invaluable guidance and support you have provided me during my [mention the specific experience, e.g., internship, project, career transition].

Your insights and encouragement have greatly impacted my personal and professional growth. I truly appreciate the time and effort you dedicated to mentoring me, particularly in [mention specific instances or advice that were impactful].

Thank you once again for your generosity and wisdom. I look forward to keeping in touch and hopefully being able to share my progress with you in the future.

Warmest regards,

[Your Name]
[Your Contact Information]