

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

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

Dear [Recipient's Name],

I hope this letter finds you well. As I reflect on my time at the University of Florida, I want to take a moment to express my heartfelt gratitude for your support and encouragement throughout my academic journey.

Graduating is a significant milestone, and I couldn't have reached this point without your invaluable guidance. Your [specific support or encouragement, e.g., mentorship, advice, resources] played a crucial role in my success, and I am truly thankful.

I am excited to take the next steps in my career, and I will always carry the lessons learned under your mentorship with me. Please keep in touch, and I hope to share my future accomplishments with you.

Thank you once again for everything!

Warm regards,

[Your Name]

[Your Graduation Year]

[Degree Earned, e.g., Bachelor of Science in Biology]