

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title]
[Department/Organization Name]
[University of Queensland]
[Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I hope this message finds you well.
I am writing to express my sincere gratitude for [specific reason or support]. Your assistance with [describe the situation or help received] has made a significant impact on my [academic/career/personal] journey. [Include specific details or anecdotes to illustrate your appreciation.]
Thank you once again for your support and encouragement. I truly value your guidance and hope to keep in touch.
Warm regards,
[Your Name]
[Your Student ID (if applicable)]
[Your Program of Study]