

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

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

Dear [Recipient's Name],

I hope this letter finds you in great spirits. As I reflect on my recent graduation from the University of [University Name], I am filled with gratitude for the support and encouragement I received along the way.

I wanted to take a moment to express my heartfelt thanks to you for [specific reason or support they provided]. Your belief in my abilities and your guidance were invaluable throughout my academic journey.

This milestone would not have been possible without the contributions of wonderful people like you. I am excited to take the next steps in my career, and I look forward to making you proud.

Thank you once again for being such a significant part of my life.

Warmest regards,

[Your Name]
[Your Degree]