

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[University/Institution Name]
[Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I hope this message finds you well. I am writing to express my heartfelt appreciation for the support and guidance you provided during my time at [University/Institution Name].
Your dedication to [specific aspect, e.g., mentorship, teaching, administration] made a significant difference in my academic and personal growth. I am particularly grateful for [specific examples of assistance, opportunities, or moments].
The knowledge and skills I gained under your guidance have been invaluable, and I carry them with me as I move forward in my career.
Thank you once again for your unwavering support and for believing in my potential.
Warm regards,
[Your Name]
[Your Position, if applicable]