

[Your Name]
[Your Address]
[City, State, Zip]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]

WKRN

[Company Address]
[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to express my sincere gratitude for [specific reason for thank you, e.g., the opportunity to interview, your support during a project, etc.].

Your [specific quality or action, e.g., guidance, encouragement, insights] has made a significant impact on [specific outcome or personal growth]. I truly appreciate the time you took to [mention any specific actions taken by the recipient].

Thank you once again for your [kindness, assistance, mentorship, etc.]. I look forward to [mention any future interactions or opportunities].

Warm regards,

[Your Name]