

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

[Recipient's Name]
[Recipient's Title]

WKRC

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

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to express my heartfelt gratitude for [specific reason for thanking the recipient, e.g., an interview opportunity, support, guidance, etc.].

Your [mention any specific quality, e.g., insights, advice, kindness] made a significant impact on me, and I truly appreciate the time and effort you took to [mention specific action taken by the recipient].

Thank you once again for your support. I look forward to [mention any future engagement, e.g., staying in touch, working together, etc.].

Warm regards,

[Your Name]