

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
Washington University in St. Louis
[Department/Office Name]
[Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I hope this message finds you well.
I am writing to sincerely thank you for [specific reason or event, e.g.,
the opportunity to interview, the scholarship, the guidance you provided,
etc.].
I greatly appreciate [mention something specific about what they did and
its impact on you]. Your support has [explain how it has influenced your
plans, goals, or feelings about WUSTL].
Thank you once again for your [help, support, kindness, etc.]. I look
forward to [future interactions, visiting campus, contributing to the
community at WUSTL, etc.].
Warm regards,
[Your Name]
[Your Program or Major]
[Your Student ID (if applicable)]