

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

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

XJTLU

[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my heartfelt gratitude for [specific reason, e.g., your support, guidance, opportunity].

Your [specific contribution, e.g., mentorship, assistance, encouragement] was invaluable to me during [specific situation or event]. I am especially appreciative of [specific example or anecdote], which made a significant impact on my experience at XJTLU.

Thanks to your support, I was able to [mention what you accomplished as a result, e.g., succeed in a project, develop new skills, build connections]. I am truly grateful for your dedication and commitment to [students, academic excellence, etc.].

Thank you once again for everything. I look forward to [staying in touch, future collaborations, etc.].

Warm regards,

[Your Name]

[Your Program/Department, if applicable]