

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere gratitude for the opportunity to participate in the Xterm program.

The experience has been incredibly valuable, allowing me to [mention specific skills or knowledge gained], and I appreciate the support and guidance provided by you and the team.

Thank you once again for your generosity and encouragement throughout this journey.

Warm regards,

[Your Name]
[Your Contact Information]