

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

Xuan [Last Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear Xuan,

I hope this letter finds you well. I am writing to express my gratitude for your guidance and support as my mentor. Your insights and encouragement have been invaluable to my personal and professional growth.

[Insert a specific example of how Xuan has helped you or a lesson learned.]

As I continue to navigate my journey, I truly appreciate your willingness to share your experiences and knowledge. Your mentorship has inspired me to pursue my goals with confidence and determination.

Thank you once again for everything you do. I look forward to our future conversations and learning from you even more.

Warm regards,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Organization, if applicable]