

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

[Recipient's Name]
[Title/Position]

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my heartfelt appreciation for the invaluable contributions you have made to [specific course/program or department] at Xuan University.

Your dedication and commitment to [specific aspect of teaching, research, or mentorship] have profoundly impacted my learning experience. The insight and passion you bring to the classroom are inspiring, and I am truly grateful for the support and guidance you have provided.

Thank you once again for your hard work and for being an exceptional educator at Xuan University.

Warm regards,

[Your Name]
[Your Title/Position, if applicable]
[Your Program/Department, if applicable]