

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

[Recipient's Name]
[Recipient's Title/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my heartfelt thanks for [specific reason for gratitude, e.g., the opportunity to interview, the support, the gift].

Your [kindness/support/insight] means a lot to me, and I truly appreciate [specific details about what the recipient did]. It has made a significant impact on [your situation/the project/your life].

Once again, thank you so much for [mention the specific action]. I look forward to staying in touch and hope to [mention any future plans or hopes related to the recipient].

Warm regards,

[Your Name]