[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Department/University]
[University 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 [specific reason, e.g., your support during my application process, the opportunity to interview, your guidance throughout my studies].
Your [mention any specific assistance or qualities, e.g., insights, encouragement, and expertise] made a significant difference in my experience at Oxford, and I truly appreciate the time and effort you dedicated to [specific situation or project].
I look forward to [mention any future interactions or ongoing projects]. Thank you once again for your invaluable support.
Warm regards,
[Your Name]