

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Mentor's Name]
[Their Title/Position]
[Their Organization]
[Their Address]
[City, State, Zip Code]

Dear [Mentor's Name],

I hope this letter finds you well. I am writing to express my heartfelt gratitude for the invaluable support and guidance you have provided me throughout [specific time period or project].

Your mentorship has made a profound impact on my personal and professional growth. I truly appreciate the time you took to [specific example of what they did for you], and your ability to [another specific quality they possess].

Thank you for believing in me and for encouraging me to push my boundaries. Your insights and advice have been instrumental in helping me navigate challenges and seize opportunities. I am incredibly grateful to have you as a mentor and role model.

I look forward to applying everything I've learned from you in my future endeavors and hope to make you proud.

Warm regards,

[Your Name]