

[Your Name]  
[Your Job Title]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Colleague's Name]  
[Colleague's Job Title]  
[Colleague's Company]  
[Colleague's Address]  
[City, State, Zip Code]

Dear [Colleague's Name],

I hope this message finds you well. I am writing to express my sincere gratitude for your support and collaboration on [specific project or task]. Your expertise and dedication made a significant difference, and I truly appreciate the effort you put in.

Working alongside you has been a rewarding experience, and I have learned so much from your insights. I look forward to our continued collaboration and achieving great results together.

Thank you once again for your hard work and commitment.

Best regards,

[Your Name]  
[Your Job Title]