

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title/Position]  
[University of South Carolina]  
[Department/Office]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my heartfelt gratitude for [specific reason for thanks, e.g., your support, the opportunity to participate in a program, etc.].

Your [specific action, knowledge, guidance, etc.] has greatly impacted my experience at the University of South Carolina. [Mention any specific examples or personal experiences that highlight the impact].

I truly appreciate all that you have done for me, and I look forward to continuing my journey at UofSC. Thank you once again for your generosity and support.

Warm regards,

[Your Name]

[Your Student ID (if applicable)]