

[Your Name]
[Your Position]
[Your Department/Office]
[University of Queensland]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient's Name],
I hope this message finds you well. I would like to take a moment to express my heartfelt gratitude for [specific reason for thanks]. Your support and efforts have made a significant impact on [me, my project, our team, etc.].
[Add a specific example or anecdote that illustrates your appreciation.]
Thank you once again for your kindness and generosity. I look forward to [future collaboration, attending your event, etc.].
Warm regards,
[Your Signature (if sending a hard copy)]
[Your Printed Name]