

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

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

Dear [Recipient's Name],

I hope this letter finds you well. I wanted to take a moment to express my heartfelt gratitude for [specific reason for thanking, e.g., your support, guidance, assistance during my studies, etc.]. Your [describe specific qualities or actions, e.g., kindness, dedication, wisdom] has made a significant impact on my [personal/professional] growth.

I truly appreciate [specific example of help or support]. It has inspired me to [mention any positive outcome or learning experience].

Thank you once again for your generosity and encouragement. I look forward to [mention future interactions or goals].

Warm regards,

[Your Name]
[Your Signature (if sending a hard copy)]
[Your Institution/Organization]