

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Organization/Company Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to express my heartfelt gratitude for [specific reason for thanks, e.g., the opportunity to participate in the UYSC program, your guidance during my internship, etc.].

Your support and encouragement have made a significant impact on my [personal/professional development, skills, etc.]. I truly appreciate the time and effort you invested in [specific actions they took or support they provided].

Thank you once again for your kindness and support. I look forward to keeping in touch and hope to see you again soon.

Warm regards,

[Your Name]