

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

[Recipient's Name]
[Recipient's Position]
[VK Institution Name]
[Institution 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 the support and guidance you have provided during my time at [VK Institution Name].

Your dedication and commitment have significantly enhanced my learning experience. I appreciate the time you took to [specific example of support, e.g., mentor, assist with challenges, etc.], which has made a lasting impact on my education.

Thank you once again for your invaluable contribution to my journey. I am truly grateful for having had the opportunity to learn from you.

Warm regards,

[Your Name]

[Your VK Student ID, if applicable]