

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
Western Kentucky University  
[Department Name]  
[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 - e.g., the opportunity to visit, your support during a particular event, assistance with a project, etc.]. Your [mention specific qualities, e.g., guidance, generosity, insights] made a significant impact on my experience at Western Kentucky University. I truly appreciate the time and effort you dedicated to [specific details].

Thank you once again for your kindness and support. I look forward to staying in touch and hope to have the opportunity to work together in the future.

Warm regards,

[Your Name]  
[Your Student ID (if applicable)]  
[Your Program/Department (if applicable)]