

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Recipient's Title
Company/Organization Name
Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to extend my heartfelt thanks for the recommendation you provided for me regarding [specific opportunity, job, or program]. Your support means a great deal to me, and I truly appreciate the time and effort you took to advocate on my behalf.

Your insights into my skills and experiences undoubtedly played a significant role in [outcome of the recommendation, e.g., securing the position, acceptance into the program]. I am grateful to have had your guidance throughout this process.

Thank you once again for your kindness and support. I look forward to keeping you updated on my journey and hope to return the favor someday.

Sincerely,
[Your Name]