

Letter of Recognition and Gratitude

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Mentor's Name]

[Mentor's Title]

[Mentor's Organization]

[Organization Address]

[City, State, Zip Code]

Dear [Mentor's Name],

I hope this message finds you well. I am writing to express my heartfelt gratitude for the invaluable mentorship you have provided me during [specific time period]. Your guidance, wisdom, and support have made a profound impact on my personal and professional development.

Through our interactions, I have gained not only knowledge and skills but also the confidence to pursue my goals. I deeply appreciate the time you invested in sharing your expertise and the encouragement you offered me along the way.

Your mentorship has truly inspired me, and I am committed to applying what I have learned in my future endeavors. Thank you once again for being an exceptional mentor. I look forward to keeping in touch and sharing my progress with you.

Sincerely,

[Your Name]