

Letter of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my heartfelt gratitude for your support and the recommendation you provided on my behalf. Your assistance has greatly contributed to [specific opportunity/position, e.g., my application for the job at XYZ Company].

Your insights and endorsement have made a significant difference in my journey, and I truly appreciate the time you took to help me. I am excited about the possibilities ahead and I am grateful to have someone as supportive as you in my corner.

Thank you once again for your unwavering support. I look forward to keeping you updated on my progress.

Sincerely,

[Your Name]