

Letter of Appreciation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere gratitude for your invaluable assistance with my recommendation. Your support and guidance played a significant role in my application process, and I truly appreciate the time and effort you invested in helping me.

Your insights and encouragement not only boosted my confidence but also enhanced my application. Thank you for believing in me and for your generous offer to share your perspective on my skills and experiences.

I am truly grateful for your help and hope to keep in touch in the future. Please let me know if there is any way I can return the favor.

Thank you once again for your kindness and support.

Sincerely,

[Your Name]