

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to express my sincere gratitude for putting in a good word for me regarding [specific opportunity, position, or event]. Your support means a lot to me.

Your belief in my abilities and your willingness to vouch for me made a significant difference. It is truly a privilege to have someone like you in my corner.

Thank you once again for your kindness and support. I look forward to updating you on my progress, and I hope to return the favor someday.

Warm regards,

[Your Name]

[Your Contact Information]