

Letter of Appreciation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I want to take a moment to express my heartfelt appreciation for referring me to [Company/Position Title]. Your support and belief in my abilities mean a lot to me.

Thanks to your referral, I have been given the opportunity to interview for the position, and I truly appreciate you thinking of me. I am excited about the possibility of contributing to [Company Name] and being a part of the team.

Thank you once again for your generosity and support. Please let me know if there's any way I can return the favor.

Warm regards,

[Your Name]