

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Mentor's Name]

[Mentor's Title or Position]

[Mentor's Address]

[City, State, Zip Code]

Dear [Mentor's Name],

I hope this letter finds you well. I am writing to express my heartfelt gratitude for the incredible impact you have had on my personal and professional development.

Your guidance and support have been invaluable, from our discussions on [specific topics you discussed] to your encouragement during [specific challenges]. Thank you for believing in me and pushing me to reach my full potential.

The lessons I have learned from you will remain with me for a lifetime. Your mentorship has truly made a difference in my life, and I feel fortunate to have had you as a mentor.

Thank you once again for everything. I hope to continue learning from you in the future and pay your kindness forward.

Sincerely,
[Your Name]