[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]

[Professor/Mentor/Colleague Name]
[Their Title]
[Department or Institution Name]
[Address of Institution]
[City, State, ZIP Code]

Dear [Professor/Mentor/Colleague Last Name],

I am writing to sincerely thank you for your invaluable support in providing me with an academic referral. I greatly appreciate the time and thought you invested in composing a recommendation on my behalf.

Your endorsement has played a significant role in advancing my academic aspirations, and I am truly grateful for your willingness to assist me throughout this process. Your insights and support have been instrumental, and I appreciate the confidence you have shown in my abilities.

Please accept my heartfelt thanks for your generosity and encouragement. I value the positive relationship we have developed and hope to continue learning from your guidance in the future.

Thank you once again for your assistance and support.

Sincerely,
[Your Name]