

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my heartfelt appreciation for the personal reference and recommendation you provided on my behalf. I am sincerely grateful for the time and thoughtfulness you dedicated to supporting my application.

Your kind words and endorsement have made a significant difference in my pursuit of [specific opportunity, e.g., a new job, academic program]. Knowing that you took the time to speak to my character and abilities means a great deal to me, and I am truly appreciative of your trust and confidence.

I have always admired your [mention a quality or experience you value about the recipient], and your willingness to vouch for me is both humbling and inspiring. Your support has given me a newfound confidence, and I am excited about the opportunities ahead.

Thank you once again for your generosity and belief in me. Please let me know if there is ever any way I can be of assistance to you in the future. I look forward to staying in touch and sharing positive news with you soon.

With sincere gratitude,  
[Your Name]