

Thank-You Letter Sample After Receiving a Recommendation Letter

Dear [Recommender's Name],

I hope this message finds you well. I am writing to express my heartfelt gratitude for taking the time to write a recommendation letter on my behalf. I truly appreciate your support and thoughtful endorsement.

Your kind words and insights regarding my skills and achievements have made a significant impact, greatly enhancing my application and boosting my confidence as I pursue [state the opportunity, e.g., a graduate program, a new position, etc.]. I am thankful for your willingness to assist me and for sharing your valuable perspective with [the selection committee/admissions office/hiring manager].

Thank you again for your support and encouragement. I am grateful to have had the opportunity to work with you, and I hope to stay in touch. Please let me know if there is ever anything I can do to support you in the future.

With sincere appreciation,
[Your Name]