

Formal Thank You Letter for Recommendation Letter Sample

[Your Name]

[Your Address]

[City, State ZIP Code]

[Email Address]

[Date]

[Recommender's Name]

[Title/Position]

[Organization/Institution]

[Address]

[City, State ZIP Code]

Dear [Recommender's Name],

I am writing to sincerely thank you for providing a recommendation letter on my behalf. I deeply appreciate the time and effort you dedicated to highlighting my strengths, achievements, and potential. Your thoughtful and generous words have greatly supported my application to [specific program, job, or opportunity], and I am truly grateful for your endorsement.

Your recommendation means a great deal to me, both personally and professionally. I value your support and guidance throughout this process, and I feel fortunate to have had your mentorship. Please know how much I appreciate your assistance and the positive impact your letter has had on my application.

Thank you once again for your kindness and support. I will keep you updated on the outcome and look forward to staying in touch.

Sincerely,

[Your Name]