

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

[Professor's Name]  
[Title/Position]  
[Department, University Name]  
[University Address]  
[City, State, ZIP Code]

Dear Professor [Last Name],

I am writing to express my sincere gratitude for taking the time to write a letter of recommendation on my behalf. I greatly appreciate the effort and consideration you invested in supporting my application to [specific program, scholarship, or opportunity].

Your thoughtful and detailed endorsement has had a significant and positive impact on my academic pursuits, and I am truly grateful for your support. I value the time and attention you dedicated to helping me achieve my goals, and I am confident that your recommendation will greatly contribute to my success.

Thank you once again for your generous support and encouragement. I am fortunate to have had the opportunity to study under your guidance, and I look forward to keeping you updated on my future academic and professional endeavors.

With sincere thanks,  
[Your Name]