

Dear [Referee's Name],

I wanted to sincerely thank you for agreeing to serve as a reference on my behalf. I truly appreciate your willingness to support my application for [position, program, opportunity, etc.]. Your time and endorsement mean a great deal to me.

Please let me know if there is any additional information I can provide, or if there is anything I can do to assist you during this process. Thank you once again for your generosity and support.

With gratitude,
[Your Name]