

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

[Recipient's Name]
[Recipient's Title, if applicable]
[Recipient's Institution or Affiliation]
[Recipient's Address]
[City, State ZIP Code]

Dear [Recipient's Name],

I am writing to extend my heartfelt gratitude for the letter of recommendation you so graciously provided in support of my college application. Your thoughtful endorsement and the time you invested in describing my academic achievements and personal qualities have made a significant difference in my application process.

I sincerely appreciate your willingness to advocate on my behalf. I am confident that your positive remarks contributed greatly to presenting my strengths to the admissions committee. Your support and belief in my potential have both encouraged and inspired me as I pursue the next chapter in my education.

Thank you once again for your generosity and guidance. I am truly fortunate to have benefited from your mentorship and support.

With sincere appreciation,
[Your Name]