

*[Sender's Name]*

*[Sender's Address]*

*[Date]*

*[Recipient's Name]*

*[Recipient's Job Title]*

*[Recipient's College/University Name]*

*[Recipient's College/University Address]*

*Respected Ms. [Recipient's Name],*

*Thank you for being my mentor. I gained a lot of practical experience under your guidance. This practical experience will certainly help me get a nursing job at the earliest. Having you as a nurse preceptor was a truly wonderful experience for me. You have been an excellent teacher.*

*Under your watch, I got the opportunity to work with different patients which certainly raised my confidence level. Thank you for those opportunities. I again deeply appreciate you for being a great mentor. I am looking forward to meeting you in the future.*

*Yours sincerely,*

*[Your Name]*

*[Contact Number]*

*[Email ID]*

*[Signature]*