

Sender's Address

Sender's Email Address

Date

Receiver's Name

Receiver's Job Title

Name of the Organization

Organization Address

Subject: Thank You Letter

Dear ABC,

Hi, I hope this letter finds you and your colleagues in a good health. Through this letter, I would like to thank you and would like to express my gratitude for your support. Today I have received an offer letter from \_\_\_\_\_ (College/ organization name) college mentioning that I have been selected for summer school in London. This would have not been possible without your letter of recommendation.

I would like to thank you for taking out time from your hectic schedule for writing a letter of recommendation for me. I am excited about this new journey.

Thank you again for your help and kindness. I hope I can take you for lunch to thank you for the same.

Sincerely,

XYZ (Your Name)