

MAIL to SELF

Dear ____ (Name of the friend),

I wanted to send you this letter to sincerely express my thanks for all the help and support you have given me on _____ with (State how they helped you).

I was wondering how was I going to solve this problem when you came to my rescue! You couldn't have come at a more perfect moment. I know how busy you are, which makes me appreciate you even more for taking the time to help me when I needed it the most.

I hope that you are aware I would do the exact same for you if the occasion ever arises. If you need an extra set of hands with a project at home or even at work, please don't hold back from asking me to help. I certainly owe you one!

Have a great day,

Love,

_____ (Your name)