

Sender's Address

Sender's Email Address

Date

Receiver's Name

Receiver's Job Title

Name of the College

Address of College

Subject: Thank You Note for Letter of Recommendation

Dear ABC (Name of the Professor),

Thank you so much for writing a letter of recommendation to support my application for graduate school. Your encouragement and support mean a lot to me. The letter of recommendation for a respected academic member like you is an advantage for me. Thanks for writing this letter for me by taking out time from your hectic schedule. I am truly grateful and privileged to have a professor and supportive mentor like you.

I wish to get selected in this business school. I will surely keep you updated about my application status.

Thank you once again for your efforts and recommendation. I am deeply grateful for your efforts.

Sincerely,

(Signature)

Sender's Full Name