

Sender's Address

Sender's Email Address

Date

Receiver's Name

Receiver's Job Title

Name of the School

Address of School

Subject: Thank You Note for Letter of Recommendation

Dear ABC (Name of the School Principal),

I would like to thank you for taking out your valuable time and writing a letter of recommendation for my graduate school application. With this letter, I would also like to inform you that because of your kind words in my letter of recommendation I have been selected by Oxford University for the graduate program. I truly feel your letter of recommendation played an important role in my application.

I am grateful for being your student and appreciate your efforts for your students. Thank you once again for your powerful and thoughtful recommendation letter for my college.

Sincerely,

(Signature)

Sender's Full Name