

Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You for the Guidance

Dear \_\_\_\_\_ (Name of the Recipient)

I am writing this letter to thank you for your guidance. You have played a great role in helping me get admission at the \_\_\_\_\_ College. From helping me shortlist the list of colleges to reviewing my personal statements, you have done it all. I am truly grateful to you for your help. Thank you for all the help and guidance that you have provided me with.

I want to extend my sincere thanks to you for being so educated and helping me achieve my dreams. Thank you for showing me the right direction. As a small token of appreciation, I am accompanying this letter with a small gift. Hoping you like it. Once again, thank you so much.

Sincerely,

(Signature)

Sender's Full Name





