

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 feel extremely grateful to have you as a guidance counselor at the school. Thank you for being so generous with your help and giving me the time to understand my issues. Thanks a lot for your advice. Thank you for letting me know about the available opportunities and helping me work on my essays. Applying to colleges would not have been easy without your help and guidance.

I am hoping to hear back from the universities by next week. I will come to your office to discuss the next steps after I receive offer letters from universities. I am sure you will guide me the best and help me make the best decision. Once again, thank you so much for your help. Looking forward to meeting with you soon.

Sincerely,

(Signature)

Sender's Full Name

