

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 advising me and helping me make the right decision regarding my college. I have been accepted into the _____ University for the _____ course. I have sent my acceptance to the university and will be joining the college from _____. It was really hard to decide the major that I want to pursue. However, you have helped me make the decision by laying down the pros and cons of each in front of me. I am glad that I approached you for advice.

I know that I have been a bit annoying as I asked a lot of questions. However, you have been very patient with me and answered all my questions generously. Thank you so much for your patience. I am grateful for your help and advice. Thank you for being a great counselor. I am hoping to visit you once before I move to college. Looking forward to seeing you soon.

Sincerely,

(Signature)

Sender's Full Name

