

Sender's Full Name

Sender address

Date

Address of the Receiver

Dear _____ (Name of the Recipient),

You have possibly forgotten about how you supported me, but I wanted to follow up with you and express my gratitude. Last week you wrote me a recommendation letter for a job I applied for and guess what? I got the job after negotiating my salary with them.

I feel your letter of support had something to do with the job offer because my interview did not go well. I do not know you know it or not but your letter meant a lot to me. You are well-revered and active in the community. The fact that you recommended me probably impressed the hiring members. I am grateful for your timely support and would like to thank you for the same.

Sincerely,

_____ (Sender's Name)

