| Yellow text on a black background  Description automatically generated with medium confidence |  |
| --- | --- |

Dear (Name),

(Designation),

Thank you for writing a reference letter for me recently. I am grateful that you took the time out of your schedule to help me along in my career. I am also thankful to receive a reference letter from someone as accomplished as you. I would like to take this opportunity to let you know how grateful I am for your reference, and I would like to show you my appreciation as well.

Yours Truly

(Your Name)