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Dear (Name),

(Designation),

I had recently asked you for a reference letter, which you had provided for me subsequently. I would like to thank you for helping me secure a reference letter, and enabling me to find success further ahead. I am grateful to you for the time you took out of your schedule, to provide me with a reference letter. Thank you so much for your reference, I feel truly thankful to receive a reference letter from someone as esteemed as you.

Yours Truly,

(Your Name)



