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

Dear (Name),

(Designation),

Recently, I had asked you to help me by writing a reference letter, and you had obliged immediately. Thank you so much for taking the time out of your busy schedule, to write a reference letter for me. Thanks to your help, I was able to find success in my ventures, and I am truly grateful to you. I would like to take this time to thank you for helping me and my career.

Yours Truly,

(Your Name)