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

Dear (Name),

(Designation),

Thank you for taking the time out of your busy schedule, to write a reference letter for me. I am grateful to you, and would like to let you know that I appreciate the time and effort it took you to write my reference letter. Thanks to your help, I was able to grab the opportunities presented to me, and advance in my career. Thank you so much for writing a reference letter for me, and helping me professionally.

Yours Truly,

(Your Name)