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

Dear (Name),

(Designation),

Recently, owing to your help by providing me with a reference letter, I was able to progress in my career. I would like to thank you for taking the time to write a letter of reference for me, and for enabling me to find success with my career. I am truly grateful to you for the help you provided for me, and would like to let you know the same.

Yours Truly,

(Your Name)