

THANK YOU RECOMMENDATION LETTER (AFTER ACCEPTANCE)

Date: _____ [Date]

Dear _____ [Individual's Name],

I hope this letter finds you well. I wanted to express my sincere gratitude for your recommendation letter and the vital role your kind words and support played in my acceptance at _____ [Enter Where Letter Was Sent]. Furthermore, I am incredibly excited to embark on this new journey.

Your endorsement and belief in my abilities gave me the confidence to pursue this opportunity and truly helped me stand out among the other applicants. I cannot thank you enough for your generosity.

Please know that I deeply appreciate your time and effort in writing on my behalf. I would be happy to assist in any way I can to return the favor.

With sincere appreciation,

_____ [Your Name]

THANK YOU RECOMMENDATION LETTER (FOR A JOB)

Date: _____ [Date]

Dear _____ [Individual's Name],

I wanted to extend my deepest appreciation for the letter of recommendation you provided to _____ [Enter Where Letter Was Sent]. I am incredibly grateful for your support, advocacy, and willingness to vouch for my skills and experience.

The job search process can be challenging, but your words of support strengthened my application, gave me confidence, and made all the difference.

I sincerely appreciate the time and effort you put into helping me take this next step in my career. Please do not hesitate to reach out if there is ever anything I can do to return the favor.

Warmest regards,

_____ [Your Name]

THANK YOU RECOMMENDATION LETTER (FOR SCHOOL)

Date: _____ [Date]

Dear _____ [Individual's Name],

I cannot thank you enough for writing a recommendation letter on my behalf for my application to _____ [School's Name]. Knowing that someone I respect so deeply believes in my potential means the world to me.

Your encouragement, support, and mentorship have given me confidence throughout this process and had a lasting impact on me. I truly hope to continue learning from you in the future. Thank you again for your generosity and kindness—I will always be grateful.

With the warmest thanks,

_____ [Your Name]