

# Thank you Letter for Recommendation After Acceptance

From,  
Name of the sender  
Address  
Contact details

Date – DD/MM/YYYY

To,  
Name of the receiver  
Address  
Contact details

Subject: -----

Dear -----,

Hi! Hope you are doing well.

I ----- (mention your name) working as -----  
----- with ----- would like to thank you for recommending me  
for ----- (mention the reason) and helping me in getting  
the ----- (mention about the opportunity). I would also like  
to tell you that it would not have been possible without your help and  
recommendation. It was my dream to ----- (mention the reason  
getting the recommendation letter.

So, I would like to thank you for recommending me and making it possible  
for me to get the opportunity.

Yours sincerely,

Your name

