

Thank you for Agreeing to Write a Letter of Recommendation

Sender's name

Address

Contact details

Date – DD/MM/YYYY

Receiver's name

Address

Contact details

Subject: -----

Dear -----,

Hi! Hope you are doing well.

I ----- (mention your name) would like to thank you for recommending for ----- (mention the name of the institute/organization/school) for the subject/specialization ----- (mention the name of the subject/specialization). It also made it possible for me to make my dream come true of ----- (mention your dream). Without your support and recommendation it could have not been possible to get this ----- (mention about the reason).

So again, I would like to thank you for recommending me and making this process smooth, easy and memorable for me.

Yours sincerely,

Your name

