**THANK YOU RECOMMENDATION LETTER**

Your Name

Your Address

Your E-mail

Date

Dear Individuals,

It is with sincere gratitude that I write this letter today for the reference you provided to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter Where Letter Was Sent. If it weren’t for your gracious letter of recommendation I do not believe I would have stood out quite as much from the other candidates as many of whom I feel were more qualified than myself.

I know you have a busy schedule and it means a lot to have someone of your stature write such an impactful letter. Please do not hesitate to contact me if there is any way I can repay this debt of appreciation.

Sincerely,

Your Signature