

Thank You Recommendation Letter (After Acceptance)

Date _____

Dear _____ [Individual's Name],

I am writing to you today to show my deepest gratitude for your letter of recommendation. Your comments specifically enthused the management at _____ [Enter Where Letter Was Sent] and, as a result, I have been employed by their organization. Without your reference, I sincerely believe I would not have had the edge over the other applicants and therefore would not have been hired. If there is anything I can do to repay the kind words expressed in your letter do not ever hesitate to ask.

Sincerely,

_____ [Your Signature]

Thank You Recommendation Letter (For a Job)

Date _____

Dear _____ [Individual's Name],

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]

Thank You Recommendation Letter (For School)

Date _____

Dear _____ [Individual's Name],

I would like to personally thank you for the letter of recommendation you wrote to _____ [School's Name]. Your support is greatly appreciated and with a reference from someone like yourself it should give me a great advantage over the other applicants.

I have greatly appreciated your support through the years and hope to keep our relationship into the next chapter of my life.

Your friend and student,

_____ [Your Signature]