

To

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

I express my deep gratitude to you for writing the recommendation letter for me. I believe that it was certainly due to your kind words that I had received job offers from the leading companies I had applied job for. Your recommendation has surely helped me fulfill my dream work. Our work association over the years and your expertise in the field of technology has made me enable not only to grow but also enhance my skills.

Once again thank you for your time and effort in writing the recommendation letter for me. It was very kind of you.

Sincerely,

[Your Name]

[Title]