

Dear (Name),

(Designation and Department)

(Place of work, ex: business name)

Recently, you helped me with \_\_\_\_\_. Thanks to your help, I was able to come out of a difficult time in my life. I would like to express my gratitude to you, and let you know how thankful I am for your help. Should you find yourself needing my help in the future, please reach out to me at any time. Thank you so much for helping me, and I hope you will think of me should you ever need help.

Yours Truly,

(Your Name)

(Designation and Department)



