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Dear (Name),

(Designation and Department)

(Place of work, ex: business name),

I would like to profusely thank you, from the bottom of my heart, for the help you've provided me with. It was owing to your help that I was able to come out of a difficult time in my life. I would like to express my gratitude, and let you know that I am willing to help you, should you ever need me to.

Yours Truly,

(Your Name)

(Designation and Department)



