

Your address

Date

Receiver's address

Dear ABC (Name of the Receiver),

Hello, hope you're doing well. I had a great time having a conversation with you. Thank you for taking out some time for clarifying all my doubts regarding the profession of a Chartered Accountant (Write the profession or career option). The informative conversation helped me gain clarity on which career option I should pursue. I am glad I thought of you to ask all my doubts from as you are in this field for so many years.

I want to thank you for taking out time from your busy schedule to guide me regarding the career options available for me. I was very confused between taking up the profession of Chartered Accountant or Company Secretary. But after having a conversation with you, I have finally made up my mind to make a career as a Chartered Accountant. Thanks for helping me out.

Yours Lovingly,

XYZ (Your Name)