
Address of the Sender
Email Address of the Sender
Date
Name of Receiver
Address of the Receiver

Subject: Thank You Note

Dear (insert name)

I wanted to thank you for your help with my latest project. I had hit a complete roadblock with the latest client brief and your valuable feedback and ideas helped me find a solution. You presented your innovative ideas and even helped me prepare my presentation. You stayed late just to help me meet my deadline. I wouldn't have made it without your assistance.

The client loved the presentation, and I even got praised by the team leader. A person as kind and helpful as you is truly a rare find. Your help has been invaluable for my last project, and I hope to one day be able to repay your favor.

Best regards,
(insert your name)