TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Thank You Letter

Dear **[Name],**

I hope you are well. I just wanted to say thank you so much for writing me a letter of reference for the job at **[NAME]**.I really appreciate you taking the time to write the letter.

I am happy to announce that I have a second interview with the company next week!

I will let you know how it goes.

Again, thank you so much. I greatly appreciate your assistance with my job search.

Best regards

**[Name]**