To: name@email.com
From: name@email.com
SUBJECT: Letter to Thank someone for advice or suggestion

Dear Donald,

I would like to thank you for the advice you gave me about my Exams regarding my issue with Time management. I can’t express my gratitude enough to your timely and brilliant suggestion. If it wasn’t for your help, I would be in a huge fix and would probably have failed my Exams.

You know very well how important it is for me to pass this exam. And when I lost track of my time I completely lost my cool. I did not know what to do or where to go but all thanks to you for restoring the peace in my life. I am grateful to have a friend like you.

Thank you

Yours truly,
Name of the sender