Sample 1

Dear [Recipients Name],

I would like to thank you for the glowing letter of recommendation you wrote for my college application. You are and will always be an inspiration to me and I appreciate you for supporting me in my academic endeavors.

I am confident that your endorsement in the recommendation letter will greatly increase my chances of admission at the university. Thank you for your support and I will do my best to make you proud.

Sincerely

[Your Name]

Sample 2

Dear [Recipient’s name],

I am not sure whether you are aware, but I have been admitted to [name of college]. I cannot thank you enough for the contribution you made by writing a glowing recommendation latter.

I know it takes a lot of time, energy and effort of you to write a good recommendation letter, and I appreciate your support throughout the process. I will make sure to keep you updated on my progress. Thank you.

Sincerely

[Your Name]