**MM/DD/YY

[Name]
[Title]
[Organization]
[Address]
[City, State, Zip Code]**

Dear [Name],

I want to express my deep appreciation for the help you have offered me on my recent project. I feel very grateful to you for taking time out of your busy schedule to answer my many questions. Without your help, I doubt I would have been able to complete the project in such a proficient and timely manner.

I consider myself very fortunate for having a chance to work with an expert of your caliber. Working with you was a great learning experience for me. I really value the knowledge and insight you have, and your willingness to share it with me. I credit you for the success of this project as well as for my own professional growth. I thank you for that..

You have truly inspired me to work with sincerity and dedication. I am looking forward to implementing all of your valuable suggestions.

Thank you once again for showing me how one can be an exemplary employee and an excellent colleague. I consider you not only a colleague, but a valuable mentor and friend.

**Sincerely,
[Your Name]**