

## Thank You Letter to a Colleague or Friend Who helped you out

[Your Name]

[Address]

[Letter's Date]

[Recipient's Name]

[Address]

**[Subject: Subject of Letter]** -optional

Dear [recipient's name],

Greetings, I would like to thank you for your kind help the other day. I asked you for this favor at very short notice and I know it must have been difficult for you to leave work and pick my daughter up from school since; I was at my dental appointment so, I wasn't available. But, you fulfilled my request by picking her up and taking care of her for the day for which I am very thankful.

She seems to really like you. I am lucky to have you as a friend and you and your family really mean a lot to me. If you ever need a helping hand please let me know, I would want to return your favor in some time soon. May you stay successful and I hope you all the very best for your future.

Thank you very much.

Yours Sincerely,

**[Your Name]**