

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my heartfelt gratitude for [specific reason or gesture]. Your [mention what they did] has made a significant impact on me, and I am truly thankful for your support and kindness.

[Include a personal anecdote or detail related to their gesture].

Thank you once again for your generosity and thoughtfulness. I feel so lucky to have someone like you in my life.

Warmest regards,

[Your Name]