

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

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

Dear [Recipient Name],

I hope this message finds you well. I would like to take a moment to express my heartfelt gratitude for [specific reason for thanking the recipient]. Your support/assistance/kindness in [specific details] has made a significant impact on me.

I truly appreciate the time and effort you dedicated to [mention any specific actions they took]. It has been invaluable and I am incredibly thankful to have someone as generous as you in my life.

Once again, thank you for everything. I look forward to keeping in touch.

Warm regards,

[Your Name]