

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]  
[Recipient's Name]  
[Recipient's Rank]  
[Unit/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my heartfelt appreciation for your dedicated service and unwavering commitment to our country. Your bravery and sacrifice do not go unnoticed, and I am truly grateful for the role you play in protecting our freedoms and ensuring our safety.

[Optional: Include a personal story or connection to showcase sincerity, e.g., "I remember the sense of safety I felt knowing that soldiers like you are on the front lines."]

Your professionalism, courage, and resilience inspire not only those you serve with, but also people like me, who benefit from your hard work and dedication. Thank you for the sacrifices you make daily, for being a hero, and for believing in the mission you serve.

Please convey my gratitude to your fellow soldiers, as each of you contributes to the strength of our nation.

With deepest respect and appreciation,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Contact Information]