

[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],
[Opening line: Express your gratitude]
[Body: Share specific details about why you are thankful]
[Closing line: Offer a warm closing statement]
Sincerely,
[Your Name]