

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to express my sincere gratitude for [specific reason you are thanking them, e.g., their support, a gift, an opportunity].

Your kindness and generosity truly made a difference in [describe how it impacted you or your project]. I appreciate the time and effort you took to [mention any specific actions they did].

Thank you once again for your thoughtfulness. I look forward to staying in touch and hope to have the opportunity to return the favor in the future.

Warm regards,  
[Your Name]