

[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 letter finds you well. I wanted to take a moment to express my heartfelt appreciation for everything you have done for our family. Your support and love mean the world to us.

[Insert specific examples of how the recipient has positively impacted your family.]

Thank you for always being there for us. We are truly grateful to have you in our lives.

With all my love,

[Your Name]