

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my heartfelt gratitude for [specific reason for the thank you, e.g., your support, your gift, the opportunity you provided, etc.].

Your [support/help/kindness] means a lot to me, and I truly appreciate [mention any specific details or efforts]. It has made a significant difference in [mention the impact it had on you, your project, etc.].

Thank you once again for your generosity and thoughtfulness. I look forward to [mention any future plans or hopes, such as working together again, staying in touch, etc.].

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]