

[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 message finds you well.

I am writing to express my heartfelt thanks for [specific reason or gift]. Your generosity and thoughtfulness are genuinely appreciated.

[Optional: A sentence or two elaborating on the impact of their gesture or how it made you feel.]

Thank you once again for your kindness.

Warm regards,

[Your Name]