

[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 gratitude for [specific reason for the thank you]. Your [mention specific qualities or actions] have made a significant impact on me, and I truly appreciate your support.

Thank you once again for your kindness and generosity. I am very grateful.

Warm regards,

[Your Name]