

[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 for gratitude]. Your [mention specific qualities, actions, or gifts] truly made a difference.

[Add a personal touch or anecdote related to the reason for your gratitude].

I deeply appreciate your thoughtfulness and generosity. Thank you once again for [reiterate the reason for gratitude].

Warm regards,

[Your Name]