

[Your Name]

[Your Address]

[City, Postcode]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, Postcode]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my heartfelt thanks for [specific reason for gratitude]. Your [mention specific action or support] has made a significant difference in my life, and I truly appreciate your kindness and generosity.

[Include a personal anecdote or example that illustrates your gratitude.] Your support means a great deal to me, and I am grateful to have someone as thoughtful as you in my life. Thank you once again for everything you have done.

With warm regards,

[Your Name]