

[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 wanted to take a moment to express my heartfelt thanks for [specific gift, gesture, or support]. Your kindness and thoughtfulness truly made a difference to me.

[Optional: Include a personal anecdote or specific detail about the gift or gesture to add a personal touch.]

Once again, thank you for your generosity. I am grateful to have someone as wonderful as you in my life.

Warm regards,

[Your Name]