

[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 gratitude for [specific reason or action they took]. Your support and generosity mean a great deal to me.

[Optional: Include a specific anecdote or detail that highlights the impact of their support.]

Thank you once again for your kindness. I truly appreciate it.

Warm regards,

[Your Name]