

[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 letter finds you well. I am writing to express my heartfelt gratitude for [specific reason or gift].

Your generosity and kindness truly made a difference, and I am incredibly thankful for [specific detail, e.g., your support, your time, etc.].

I am looking forward to [future plans or events, if applicable], and perhaps we can meet soon. Thank you once again for everything.

Warm regards,

[Your Name]