

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
I hope this message finds you well. I am writing to express my heartfelt  
gratitude for [specific reason for thanks - e.g., your support, guidance,  
opportunity, etc.].  
Thank you once again for [mention any specific contributions, advice, or  
support]. I am truly grateful for your help and look forward to our  
continued relationship.  
Warmest regards,  
[Your Name]  
[Your Position, if applicable]