

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email or Phone Number]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Opening Thank You Statement: Express your gratitude.]
[Personal Touch: Mention a specific detail related to their gift or assistance.]
[Closing Statement: Reiterate your thanks and express future intentions.]
Sincerely,
[Your Name]