

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient's Name]
[Recipient's Title/Organization]
[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 reason for gratitude, e.g., your support during my recent visit to Iowa City].

Your assistance was invaluable in [describe what the recipient did, e.g., helping me explore the local culture or providing insights on the best places to visit]. I genuinely appreciate the time and effort you dedicated to making my experience enjoyable and memorable.

Thank you once again for your kindness and help. I look forward to staying in touch and hope to visit Iowa City again soon.

Warm regards,

[Your Name]