

[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 note finds you well. I want to extend my heartfelt thanks for [specific reason or gift]. Your thoughtfulness and generosity mean a great deal to me.

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

Warm regards,

[Your Name]