

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[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 sincere gratitude for [specific reason or gift]. Your thoughtfulness and generosity truly made a significant impact on me.

Thank you once again for your kindness. I look forward to [future plans or interactions].

Warm regards,

[Your Name]