

[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 message finds you well. I wanted to take a moment to express my heartfelt gratitude for [specific reason, e.g., the wonderful gift, your support, etc.].

Your thoughtfulness and kindness truly made a difference, and I appreciate the time and effort you took to [specific action or gesture]. Thank you once again for your generosity. I look forward to [future interaction or meeting].

Warm regards,

[Your Name]