

[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 note finds you well. I am writing to express my heartfelt gratitude for [specific reason for thanks]. Your support and kindness truly made a difference.

[Include a personal touch or anecdote to make it more specific.]

Thank you once again for everything. I truly appreciate it.

Warm regards,

[Your Name]