

[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 wanted to take a moment to express my heartfelt thanks for [specific reason for the thank you]. Your [mention any specific actions or gifts] truly made a difference to me, and I appreciate [how it affected you].

Thank you once again for your kindness and support. I feel truly grateful to have someone like you in my life.

Warm regards,

[Your Name]