

[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 letter finds you well. I wanted to take a moment to express my sincere gratitude for [mention the specific reason for your thanks]. Your support and kindness have made a significant impact on me.

[Include a personal anecdote or specific detail related to your thank you.]

Thank you once again for your generosity and thoughtfulness. I am truly grateful for your [mention the quality or attribute that was helpful, e.g., support, guidance, friendship].

Warm regards,

[Your Name]