

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

Jyothi [Last Name]
[Recipient's Address]
[City, State, Zip Code]

Dear Jyothi,

I hope this message finds you well.

I wanted to take a moment to express my heartfelt gratitude for [specific reason for thanking Jyothi, e.g., your support during my recent project, your thoughtful gift, etc.]. Your [mention a specific quality or action, e.g., kindness, generosity, assistance] truly made a difference, and I sincerely appreciate it.

Thank you once again for being such a wonderful

[friend/colleague/supporter]. I'm looking forward to [mention any future plans or hopes, e.g., catching up soon, working together again, etc.].

Warm regards,

[Your Name]