

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

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

Dear Karen,

I hope this letter finds you well. I wanted to take a moment to express my heartfelt gratitude for [specific reason]. Your support and kindness have truly made a difference in my life.

Thank you for [specific details about what Karen did]. I am incredibly grateful for your generosity and thoughtfulness.

I look forward to [mention any future plans or hopes, if applicable].

Once again, thank you so much for everything.

Warmest regards,

[Your Name]