

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

[Recipient's Name]
[Recipient's Position]
[KCPS or Organization's Name]
[Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my heartfelt gratitude for [specific reason for your appreciation]. Your support and dedication have made a significant impact, and I truly appreciate the time and effort you have invested.

[Optional: Include a specific example or story that highlights their contribution.]

Thank you once again for your kindness and support. I look forward to continuing our collaboration and working together to achieve our shared goals.

Warm regards,
[Your Name]