

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Recipient's Name],

Thank you so much for [specific gift or action they did, e.g., "the wonderful birthday gift" or "coming to my party"]. I really loved [mention what you liked about it, e.g., "the blue toy car" or "how much fun we had together"].

It made my day extra special! I appreciate your kindness and thoughtfulness.

I hope we can [suggest a future activity, e.g., "play together again soon" or "have a sleepover"].

Thanks again for being such a great friend!

Sincerely,

[Your Name]