

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

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

Dear [Recipient's Name],

I greet you in the name of our Lord and Savior Jesus Christ.

I wanted to take a moment to express my heartfelt gratitude for [specific reason or gift]. Your kindness and generosity have truly touched my heart.

As it is written in Philippians 1:3, "I thank my God upon every remembrance of you." I am thankful for the blessing you are in my life. May the Lord continue to bless you and keep you, and may His face shine upon you.

With warm regards in Christ,

[Your Name]