

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

KJH

[Their Address]
[City, State, ZIP Code]

Dear KJH,

I hope this letter finds you well. I wanted to take a moment to express my heartfelt gratitude for [specific reason for thanking, e.g., your support, your kindness, your assistance, etc.]. Your [specific action or quality] has truly made a difference in my life.

I appreciate [mention another specific detail or instance that stands out]. It means a lot to me to have someone like you [mention how they positively impacted you].

Thank you once again for everything. I look forward to [mention any future plans or maintaining the relationship].

Warmest regards,

[Your Name]