

[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 hope this note finds you well. I wanted to take a moment to express my heartfelt gratitude for [specific reason]. Your [gesture, gift, support, etc.] truly meant a lot to me and made a significant impact.

Thank you once again for your kindness and thoughtfulness. I feel so fortunate to have someone like you in my life.

Warmest regards,

[Your Name]