

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

Dear [Recipient's Name],

I hope this note finds you well!

I wanted to take a moment to express my heartfelt appreciation for [specific reason or occasion]. Your thoughtfulness truly made my day special.

As a token of my gratitude, I've selected a little something for you: [description of the gift]. I hope you enjoy it as much as I enjoyed picking it out for you!

Thank you once again for being such a wonderful [friend/family member/colleague]. Your kindness has made a lasting impact on me.

Warmest wishes,

[Your Name]