

[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 thanks for [specific reason or gift]. Your thoughtfulness and generosity truly made my day.

I appreciate [mention any specific actions or qualities of the recipient]. It means a lot to me to have someone as supportive as you in my life.

Thank you once again for your kindness. I look forward to [mention any future plans or interactions].

Warm regards,  
[Your Name]