

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my heartfelt gratitude for [specific reason or gift]. Your thoughtfulness and generosity are truly appreciated.

[Add a personal touch or specific example of how the gift/act has made a difference to you.]

Thank you once again for your kindness. I feel incredibly fortunate to have you in my life.

Warm regards,

[Your Name]