

[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 mean a lot to me.

[Add a personal touch, sharing how their gesture impacted you or a fond memory related to it.]

Once again, thank you for [repeat the specific reason or gift]. I appreciate it more than words can say.

Warm regards,

[Your Name]