

[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 letter finds you well. I am writing to express my heartfelt gratitude for [specific reason for gratitude]. Your [specific action or quality] has truly made a difference in my life, and I cannot thank you enough for your generosity/kindness/support.

[Share a personal anecdote or example that reflects your appreciation]. Your thoughtfulness and [additional qualities] are truly inspiring. I feel incredibly fortunate to have you in my life.

Once again, thank you so much for everything. I truly appreciate your [specific action or impact] and look forward to [future plans or interactions].

Warmest regards,

[Your Name]