

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Recipient's Name],

I hope this note finds you well! I just wanted to take a moment to express my heartfelt thanks for [mention the specific reason, gift, or gesture]. It truly meant a lot to me.

I really enjoyed [mention a shared experience or time spent together], and I'm grateful for your support and kindness.

Looking forward to catching up soon!

Best,

[Your Name]