

[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 in great spirits. I am writing to express my heartfelt gratitude for [specific action or gift]. Your kindness and support have made a significant impact on my life, and I am truly thankful.

In [mention a specific instance or memory related to the gratitude], you demonstrated your generosity and thoughtfulness. It is rare to find someone who shows such genuine care, and I feel blessed to have you in my life.

Thank you once again for everything. Your presence is a gift that I cherish. I look forward to [mention future plans or hopes].

Warmest regards,

[Your Name]