

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

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to express my heartfelt thanks for [specific gift, support, or gesture]. Your thoughtfulness and kindness mean so much to me.

I truly appreciate [mention specific details about the gift or gesture and how it made an impact]. It was such a wonderful surprise to receive it!

Thank you once again for your generosity. I am grateful to have you in my life.

Warmest regards,

[Your Name]