

[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 message finds you well. I am writing to express my heartfelt thanks for [specific reason for gratitude]. Your

[kindness/generosity/support] means so much to me and has made a significant impact on my [life/work/experience].

[Include a personal anecdote or specific details about the impact they had].

Once again, thank you for your thoughtfulness. I truly appreciate [what they did], and I look forward to [staying in touch/seeing you soon].

Warm regards,

[Your Name]