

[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 note finds you well. I wanted to take a moment to express my heartfelt thanks for [specific reason or gift]. Your thoughtfulness and generosity truly made a difference, and I am so grateful to have you in my life.

Thank you once again for your kindness. I appreciate it more than words can say.

Warmest regards,

[Your Name]