

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to confirm that I have received your mail sent from overseas. The package arrived on [insert date of receipt], and I wanted to take a moment to express my gratitude for your thoughtfulness.

[Optional: Briefly mention the contents of the mail or any relevant details.]

Thank you once again for your kindness. I look forward to our continued correspondence.

Warm regards,

[Your Name]