

[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 want to take a moment to express my heartfelt thanks for [specific reason for your gratitude].

Your generosity and thoughtfulness truly made a difference in [mention how it impacted you or the situation]. I am incredibly grateful to have someone like you in my life.

Once again, thank you for everything. I look forward to [mention any future plans or get-togethers].

Warm regards,

[Your Name]