

[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 letter finds you in great spirits. I am writing to express my heartfelt gratitude for [specific reason for gratitude]. Your support and kindness have truly made a difference in my life.

[Share a brief personal story or detail about how their actions impacted you.]

Thank you once again for your generosity and thoughtfulness. I feel incredibly fortunate to have you in my life.

Warmest regards,

[Your Name]