

[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 are truly appreciated.

[Optional: Include a personal touch or memory related to the reason for the thank you.]

Thank you once again for [restate specific reason]. It means so much to me.

Warm regards,

[Your Name]