

[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 message finds you well. I wanted to take a moment to express my heartfelt thanks for your [specific reason for thanking them, e.g., kindness, support, hospitality] during my recent visit to Qingdao. Your generosity and thoughtfulness made my experience truly memorable. I particularly enjoyed [mention any specific activity, meal, or moment that stood out].

Thank you once again for your warm welcome. I look forward to the opportunity to reconnect in the future.

Best regards,  
[Your Name]