

[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 well. I wanted to take a moment to express my heartfelt gratitude for [specific reason or event, e.g., your generous gift, your support during a challenging time, etc.].

Your kindness and thoughtfulness have made a significant impact, and I truly appreciate [specific detail, e.g., how your gift has helped me, your encouragement, etc.].

Thank you once again for being such a remarkable [friend, mentor, etc.].

I am fortunate to have you in my life and look forward to [future plans, e.g., our upcoming gathering, staying in touch, etc.].

Warm regards,

[Your Name]  
[Your Position/Title, if applicable]  
[Your Contact Information, if applicable]