

[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 gratitude for [specific reason for thanking them]. Your [mention any specific action or gift] truly made a difference and [explain how it affected you or your situation].

Your thoughtfulness and generosity are greatly appreciated. Thank you once again for [reinforce your appreciation].

Warm regards,

[Your Name]