

[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 am writing to express my heartfelt gratitude for [specific reason for thanking RK, e.g., your assistance with a project, a thoughtful gift, etc.]. Your support has truly made a difference.

I genuinely appreciate the time and effort you dedicated to [mention specific details related to RK's help, e.g., guiding me through a challenge, the insights you shared during a meeting, etc.]. It was incredibly helpful and made a significant impact on [explain the outcome or effect, e.g., my understanding, the project's success, etc.].

Once again, thank you for being such a wonderful [friend, colleague, mentor, etc.]. I look forward to [mention any future interactions or events, if applicable].

Warmest regards,

[Your Name]