

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Organization]
[Recipient's Address]
[City, Province, Postal Code]

Dear [Recipient's Name],

I hope this message finds you in good spirits. I am writing to express my heartfelt gratitude for [specific reason for gratitude, e.g., your support during my project, your mentorship, etc.]. Your [kindness, generosity, guidance, etc.] has made a significant impact, and I truly appreciate it.

[Add a specific example or anecdote related to the reason for your gratitude.]

Thank you once again for [what they did]. I look forward to [continuing our collaboration, staying in touch, etc.].

Warm regards,

[Your Name]