

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

JJ Smith

[Recipient's Address]
[City, State, Zip Code]

Dear JJ Smith,

I hope this message finds you well. I wanted to take a moment to express my heartfelt gratitude for [specific reason for thank you, e.g., your support, kindness, guidance, etc.].

Your [specific actions or qualities, e.g., generosity, wisdom, encouragement] has made a significant impact on me, and I truly appreciate it. [Optional: Include a brief personal anecdote related to the reason for your thanks.]

Thank you once again for everything. I am grateful to have you in my life.

Warm regards,

[Your Name]