

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I wanted to take a moment to express my heartfelt thanks for [specific reason, e.g., the opportunity to interview for the position, the gift, your support during my project, etc.].

Your [specific action or quality, e.g., kindness, insights, encouragement] truly made an impact on me. I appreciate the [specific detail, e.g., time you took to discuss my questions, thoughtful gesture, guidance you provided], and I feel fortunate to have [made your acquaintance, had your support, etc.].

Once again, thank you for [reiterate reason for thanks]. I look forward to [future interaction, working together, staying in touch].

Warm regards,

[Your Name]