

[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 gratitude]. Your [specific action or quality] truly made a positive impact on me.

I appreciate your [mention any specific contributions or examples]. Your support has been invaluable, and I feel incredibly fortunate to have had your [kindness/guidance] in my life.

Thank you once again for everything you have done. I am truly grateful.

Warm regards,

[Your Name]