

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[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 or action]. Your

[support/kindness/generosity] has made a significant difference in my life, and I truly appreciate it.

Thank you once again for your [thoughtfulness/help/assistance]. It means a lot to me.

Warm regards,

[Your Name]