

[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 note finds you well. I want to take a moment to express my heartfelt thanks for [specific reason for gratitude]. Your generosity and thoughtfulness are truly appreciated.

[Optional: Add a personal touch or specific detail about the gift or gesture.]

Thank you once again for your kindness. It means a lot to me.

Warm regards,

[Your Name]