

[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 letter finds you in good health and spirits. I am writing to express my heartfelt gratitude for [specific reason for gratitude].

Your [mention the actions or qualities of the recipient that impacted you] means a great deal to me. [Share a personal anecdote or specific example related to the gratitude].

Thank you once again for your kindness and support. I truly appreciate your efforts.

Warm regards,

[Your Name]