

[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 note finds you well.

I wanted to take a moment to express my heartfelt thanks for [specific reason for gratitude]. Your kindness and generosity truly made a difference and [mention how it impacted you or the situation].

I am grateful for your support and am fortunate to have you in my life. I look forward to [mention any future plans or interactions].

Thank you once again for everything.

Warm regards,

[Your Name]