

[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 gratitude for [specific reason for thanks]. Your [mention what they did, e.g., kindness, support, gift] truly made a difference and is greatly appreciated.

Thank you once again for [reiterate your appreciation]. I feel fortunate to have [you in my life/your support].

Warm regards,
[Your Name]