

[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, e.g., your generous gift, your help with my project, etc.].

Your kindness and thoughtfulness truly made a difference, and I appreciate it more than words can say. [Optional: Share specific details about how their gift or help impacted you.]

Once again, thank you so much for your support. I'm grateful to have you in my life.

Best wishes,

[Your Name]