

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Company/Organization Name]  
[Company 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 or event, e.g., your support during my project, the wonderful gift you gave me, etc.].

Your [specific action or quality] truly made a difference and I am grateful for your [kindness/generosity/guidance]. It [describe the impact it had on you, e.g., made my week brighter, helped me achieve my goals, etc.].

Thank you once again for your thoughtfulness. I truly appreciate it and look forward to [any future interaction or meeting].

Warm regards,

[Your Name]