

[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 the thank you]. Your [gesture/help/support] truly made an impact and is greatly appreciated. [Optional: Share a specific example or personal touch related to the reason for your gratitude.]

Thank you once again for your kindness. I look forward to [any future interaction or hope for continued connection].

Warm regards,

[Your Name]