

[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 message finds you well. I am writing to express my heartfelt gratitude for [specific reason or support they provided].

Your [kindness/generosity/support] has truly made a difference in my life, and I am incredibly thankful for [specific impact].

I appreciate your [specific quality or trait of the recipient] and feel lucky to have you in my life.

Thank you once again for everything. I look forward to [any future interaction or meeting].

Warm regards,

[Your Name]