

[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 wanted to take a moment to express my heartfelt thanks for [mention the specific gift, favor, help, etc.]. Your generosity and thoughtfulness are truly appreciated, and it means a lot to me. [You can add a personal touch or a specific example of how their gesture made a difference].

Thank you once again for your kindness. I look forward to [mention any future interaction or how you plan to keep in touch].

Warm regards,

[Your Name]