

[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 [specific reason for gratitude]. Your [support/help/gift] truly made a difference, and I am immensely grateful for it.

[You can add a specific story or instance that highlights their impact here.]

Once again, thank you for your kindness and generosity. I feel fortunate to have [you as a friend/a colleague/you in my life], and I appreciate all that you do.

Warm regards,

[Your Name]
[Your Contact Information]