

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I would like to express my sincere gratitude for [specific reason for thanking them, e.g., their support, a gift, an opportunity, etc.].

Your generosity and thoughtfulness were truly appreciated. [You can add a specific example or memory that highlights your gratitude.]

Thank you once again for [mention the reason for the gratitude]. I look forward to [mention any future interactions or hopes].

Warm regards,

[Your Name]