

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

[Date]  
[Recipient's Name]  
[Recipient's Title]  
[XJR Company Name]  
[Company 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 sincere gratitude for [specific reason, e.g., the opportunity to collaborate with XJR, the support received during a project, etc.]. Your [mention any specific qualities, assistance, or contributions] greatly impacted [the specific outcome or experience]. I truly appreciate the effort and dedication that [XJR/team/individual] has shown. Thank you once again for [reiterate your appreciation or mention any future intentions]. I look forward to our continued collaboration.

Warm regards,

[Your Name]