

[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 letter finds you in good health and high spirits. I am writing to express my heartfelt gratitude for [specific reason for thanking them]. Your kindness and generosity mean so much to me.

[Include a personal anecdote or detail related to your gratitude.]

Thank you once again for your thoughtfulness. I truly appreciate it.

Warm regards,

[Your Name]