

[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 sincere gratitude for [specific reason or gift]. Your kindness and support mean a lot to me.

[Include a personal touch or anecdote related to the reason for gratitude.]

Thank you once again for your generosity. I truly appreciate it!

Warm regards,

[Your Name]