

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

Dear [Recipient's Name],

I hope this note finds you well. I wanted to take a moment to express my heartfelt thanks for [specific reason for gratitude, e.g., your generous gift, your support during my recent move, etc.].

Your thoughtfulness and kindness truly made a difference, and I am grateful to have you in my life. [Include any specific details or memories related to the gift or gesture].

Thank you once again for your generosity. I look forward to [mention any future plans or gatherings].

Warmest regards,

Xuan

[Optional: Your Contact Information]