

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

Xue [Last Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear Xue,

I hope this letter finds you well. I wanted to take a moment to express my heartfelt gratitude for [specific reason or gesture]. Your [kindness/support/help] has made a significant impact on me, and I truly appreciate it.

[Add a personal touch or specific example of what Xue did and why it meant a lot to you.]

Thank you once again for your generosity and support. I am fortunate to have you in my life.

Warm regards,  
[Your Name]