

[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 well. I am writing to express my heartfelt gratitude for [specific reason or gift]. Your thoughtfulness and generosity truly made a difference in my life.

[Optional: Include a specific anecdote or detail about how the kindness impacted you.]

Thank you once again for your support. I am incredibly grateful to have you in my life.

Warm regards,

[Your Name]