

[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 note finds you well. I wanted to take a moment to express my sincere gratitude for [specific reason for thanking them, e.g., "your generous gift" or "your support during my recent project"].

Your thoughtfulness and kindness mean a lot to me, and I truly appreciate [mention any specific details or memories related to the act of kindness].

Thank you once again for your [gift/support/help]. I am lucky to have you in my life.

Warm regards,  
[Your Name]