

[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 heartfelt thanks for [specific reason for gratitude]. Your kindness and support truly made a difference, and I am incredibly grateful.

[Optional: Share a specific memory or detail about how their gesture impacted you.]

Thank you once again for your generosity. I am lucky to have someone like you in my life.

Warm regards,

[Your Name]