

[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 the thank you]. Your support and kindness mean a lot to me.

[Additional personalized message or specific details about the gift or gesture.]

Once again, thank you for your thoughtfulness. I truly appreciate it!

Warm regards,

[Your Name]