

[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 message finds you in great spirits. I wanted to take a moment to express my heartfelt gratitude for [specific reason for thanking them, e.g., the lovely gift, your support, your kindness, etc.].

Your thoughtfulness truly made a difference, and I appreciate [mention any specific details related to the act].

Thank you once again for your generosity. I feel fortunate to have someone as [adjective, e.g., kind, supportive, thoughtful] as you in my life.

Warmest regards,
[Your Name]