

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

Yvette [Last Name]

[Her Address]
[City, State, Zip Code]

Dear Yvette,

I hope this message finds you well. I wanted to take a moment to express my heartfelt gratitude for [specific reason or gift]. Your kindness and generosity truly mean a lot to me.

Thank you once again for being such a wonderful
[friend/mentor/colleague]. I am truly grateful for your support.

Warm regards,

[Your Name]