

[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 want to take a moment to express my heartfelt thanks for [specific reason you are thanking them]. Your [kindness/support/gesture] was truly appreciated, and it made a significant impact on me.

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

Warm regards,

[Your Name]