

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my heartfelt gratitude for [specific reason for thanking them, e.g., their support, a gift, an opportunity, etc.].

Your [mention specific action or quality, e.g., kindness, support] has made a significant difference in my [life/career/experience] and I truly appreciate it.

Thank you once again for your generosity and support. I look forward to staying in touch and hope to have the opportunity to [mention any future interaction, if applicable].

Warm regards,

[Your Name]

[Your Title, if applicable]