

[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 well. I wanted to take a moment to express my heartfelt thanks for [specific reason or gift]. Your generosity and thoughtfulness truly mean a lot to me.

[Share a personal anecdote or specific detail related to the reason for your gratitude].

Once again, thank you for your kindness. I am looking forward to [any future plans or meetings].

Warm regards,

[Your Name]