

[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 wanted to take a moment to express my heartfelt thanks for [specific reason for gratitude, e.g., your generous gift, your support during a challenging time, etc.].

Your [mention the specific action or item] truly meant a lot to me and made a positive impact in my life. I am grateful for your kindness and thoughtfulness.

Thank you once again for everything. I look forward to [mention any future plans or intentions, e.g., seeing you soon, catching up, etc.].

Warm regards,

[Your Name]