

[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]. Your [specific action, gift, support, etc.] truly made a difference and is greatly appreciated.

[Optional: Include a personal anecdote or detail related to the reason for your thanks.]

Once again, thank you for [restate the specific reason]. I am grateful to have you in my life.

Warmest regards,

[Your Name]