

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

Zhang [Last Name]
[Zhang's Address]
[City, State, Zip Code]

Dear Zhang,

I hope this message finds you well.

I wanted to take a moment to express my heartfelt gratitude for [specific reason for thanking Zhang]. Your [mention any specific actions or qualities] made a significant difference in [explain the impact].

Thank you once again for your kindness and support. I truly appreciate it.

Warm regards,

[Your Name]