

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

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

Dear Zhao,

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

[Optional: A personal anecdote or additional details about the impact of their kindness.]

I am grateful to have you in my life and look forward to our continued friendship.

Warmest regards,

[Your Name]