

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

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

Dear Zhou,

I hope this message finds you well. I am writing to express my heartfelt gratitude for [specific reason for the thank you]. Your support and kindness have made a significant impact on me, and I truly appreciate all that you have done.

[Optional: Include a personal anecdote or specific example related to the reason for your gratitude.]

Thank you once again for being such a wonderful

[friend/mentor/colleague]. I look forward to [mention any future plans or continued connection].

Warm regards,

[Your Name]