

[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 message finds you well. I wanted to take a moment to express my heartfelt gratitude for [specific reason for thanks, e.g., your thoughtful gift, your support, your kindness, etc.].

Your generosity and thoughtfulness truly made a difference, and I appreciate it more than words can convey. [You can add a personal touch or specific details about the gift or act].

Thank you once again for your kindness. I am truly grateful to have you in my life.

Warmest regards,
[Your Name]