

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge and express my gratitude for  
[specific contribution or support]. Your [specific action, support, or  
help] has been invaluable to [explain the impact it had].

Thank you once again for your generosity and support. I look forward to  
[future interactions, collaborations, etc.].

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Organization, if applicable]