

[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 note finds you well. I wanted to take a moment to express my sincere gratitude for [specific reason or gift]. Your thoughtfulness and generosity truly mean a lot to me.

[Optional: A personal touch or anecdote related to the reason for your gratitude.]

Thank you once again for your kindness. I appreciate it more than words can express.

Warm regards,

[Your Name]