

[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 heartfelt thanks for [specific reason or gift]. Your thoughtfulness and kindness truly made a difference.

[Share a personal anecdote or reflection related to the gift or gesture.]

Once again, thank you so much for your generosity. I am truly grateful for [mention any specific qualities of the recipient, if applicable].

Warmest regards,

[Your Name]