

[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, e.g., your generous gift, your support during my project, your help at the event]. Your thoughtfulness and kindness truly made a difference.

[Optional: Include a specific example or story that illustrates your gratitude.]

Once again, thank you for [reiterate the reason]. I truly appreciate it.

Warm regards,

[Your Name]