

[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 letter finds you well. I am writing to express my heartfelt gratitude for [specific act, gift, or support]. Your kindness and thoughtfulness truly made a difference in my life.

[Briefly elaborate on how their gesture impacted you, sharing any specific details or memories.]

Thank you once again for your generosity and support. It means so much to me, and I am truly grateful to have someone as wonderful as you in my life.

Warmest regards,
[Your Name]