

[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 just wanted to take a moment to say thank you for [specific reason]. I really appreciate your [mention what they did, e.g., kindness, help, support].

It means a lot to me and truly made a difference. I'm lucky to have you in my life.

Looking forward to [mention any future plans or hope to see them soon].

Thanks again!

Best,

[Your Name]