

[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 in great spirits! I wanted to take a moment to express my heartfelt gratitude for [specific reason or gift]. Your kindness and generosity truly made a difference and meant the world to me.

[Include a personal anecdote or memory associated with the recipient or their gift.]

Thank you once again for your thoughtfulness. I feel incredibly fortunate to have you in my life. I look forward to [any future plans or hopes].

Warm wishes,

[Your Name]