

[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 reason for thank you, e.g., your support during a difficult time, the thoughtful gift, etc.]. Your kindness and generosity have truly made a difference in my life.

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

Thank you once again for being such a wonderful person. I am truly grateful for your support and encouragement.

Warmest regards,

[Your Name]