

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I want to take a moment to express my heartfelt gratitude for [specific reason for thanks]. Your [specific action or quality] made a significant impact on [specific outcome or experience].

Thank you once again for your support and generosity. I truly appreciate it.

Best regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]