

[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 note finds you well. I wanted to take a moment to express my heartfelt thanks for [mention the specific gift, kindness, or help]. Your thoughtfulness truly made a difference, and I am so grateful for your generosity.

[Optional: Include a personal note or memory related to the gift or act of kindness.]

Thank you once again for your support. It means a lot to me!

Warm regards,

[Your Name]