

**\*\*Template 1: Formal Thank You Note\*\***

[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 message finds you well. I wanted to take a moment to thank you for [specific reason or gift]. Your thoughtfulness is greatly appreciated.  
Thank you once again for your kindness.  
Warm regards,  
[Your Name]

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**\*\*Template 2: Casual Thank You Note\*\***

Hi [Recipient's Name],  
Just a quick note to say thank you for [specific reason or gift]! It really made my day, and I'm so grateful to have you in my life.  
Thanks again!  
[Your Name]

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**\*\*Template 3: Professional Thank You Note\*\***

[Your Name]  
[Your Position]  
[Your Company]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
Dear [Recipient's Name],  
I wanted to express my sincere gratitude for [specific reason]. Your support has been invaluable, and I truly appreciate your help.  
Looking forward to our continued collaboration.  
Best regards,  
[Your Name]

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**\*\*Template 4: Thank You Note for a Gift\*\***

Dear [Recipient's Name],  
Thank you so much for the wonderful [specific gift]! It was such a lovely surprise, and I truly appreciate your thoughtfulness.  
Warm wishes,  
[Your Name]