

[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 express my heartfelt thanks for [specific reason]. Your [support/gift/kindness] truly made a difference, and I am incredibly grateful.

Thank you once again for your thoughtfulness.

Warm regards,

[Your Name]