

[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 gratitude for [specific reason or gift]. Your thoughtfulness and generosity truly touched me.

[Optional: Share a personal memory or anecdote related to the gift or occasion.]

Thank you once again for your kindness. I am truly grateful to have someone as wonderful as you in my life.

Warmest regards,

[Your Name]