

[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 am writing to express my heartfelt gratitude for [specific reason for thanks]. Your [mention specific action or gift] was truly appreciated and made a significant impact on [explain how it helped or made a difference].

Thank you once again for your kindness and support. I feel fortunate to have someone as [adjective, e.g., thoughtful, generous] as you in my life.

Warm regards,

[Your Name]