

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to express my heartfelt gratitude for [specific reason or gift]. Your kindness and thoughtfulness truly mean so much to me.

[Include a personal story or memory related to the reason for your gratitude, if applicable.]

Thank you once again for your generosity and support. I am truly blessed to have someone as wonderful as you in my life. Looking forward to [mention any future plans or meetings].

Warmest regards,

[Your Name]