

[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 thanks for [specific reason for gratitude, e.g., your generous gift, your support during my project, etc.].

Your thoughtfulness truly made a difference, and I am grateful for [mention any specific details or memories related to the gesture].

Thank you once again for being such an amazing [friend, family member, colleague, etc.]. I look forward to [mention future plans or hopes].

Warmest regards,

[Your Name]