

[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 for thank you, e.g., your thoughtful gift, your support during a challenging time, etc.].

Your kindness and thoughtfulness truly made a difference, and I feel so fortunate to have you in my life. [Add a personal touch or anecdote related to the reason for gratitude, if applicable].

Thank you once again for being such a wonderful [friend, mentor, etc.].

I'm looking forward to [mention any upcoming plans or events if relevant].

Warm regards,

[Your Name]