

[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 letter finds you in good health and high spirits. I am writing to express my heartfelt gratitude for [specific reason or gift]. Your generosity and thoughtfulness truly mean a lot to me.

[Include a personal anecdote or detail related to the reason for gratitude.]

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

Warmest regards,

[Your Name]