

[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 well. I wanted to take a moment to express my heartfelt gratitude for [specific reason for thanking them]. Your support and kindness truly made a difference.

[Include a specific example or detail related to their help or support.]

Thank you once again for your generosity and thoughtfulness. I am truly grateful to have someone like you in my life.

Warmest regards,

[Your Name]