

[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 message finds you well. I wanted to take a moment to express my heartfelt gratitude for [specific reason for thanks]. Your kindness and support mean so much to me.

[Share a specific detail or story related to the reason for thanks].

Thank you once again for your generosity. I truly appreciate it.

Warmest regards,

[Your Name]