

[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 your gratitude]. Your [gift/support/kindness] truly made a difference, and I am incredibly grateful.

[Optional: Share a personal anecdote or memory related to the reason for your gratitude.]

Thank you once again for your generosity and thoughtfulness. I appreciate you!

Warm regards,
[Your Name]