

[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 sincere gratitude for [specific reason, e.g., your generous gift, your support during a recent project, etc.].

Your [gift/support/kindness] has truly made a difference and is greatly appreciated. [Add a personal note or anecdote related to the reason for your thanks].

Thank you once again for your thoughtfulness. I feel fortunate to have you in my life.

Warm regards,

[Your Name]