

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[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 thanks for [specific reason - e.g., your kindness, your support, the gift you gave me, etc.].

Your thoughtfulness and generosity made a significant impact on me, and I truly appreciate it. [You can add a personal anecdote or mention how their gesture influenced you or what it meant to you.]

Once again, thank you for [restate the reason]. I feel fortunate to have someone like you in my life.

Warm regards,

[Your Name]