

[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: gift, support, kindness, etc.]. Your generosity and thoughtfulness truly made a difference.

[Expand on the specific reason and how it impacted you or your situation.]

Thank you once again for your kindness. I am truly grateful to have someone as wonderful as you in my life.

Warm regards,

[Your Name]