

[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 or gift]. Your thoughtfulness and generosity truly mean a lot to me.

[Include a personal anecdote or detail about the impact of their gift or action.]

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

Warm regards,

[Your Name]