

[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 thanks for [specific reason - e.g., the gift, your kindness, your support, etc.].

Your thoughtfulness and generosity [mention how it impacted you or why it was meaningful]. I truly appreciate it and feel grateful to have you in my life.

Thank you once again for everything. I look forward to [mention any future plans or interactions].

Warm regards,

[Your Name]