

[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 am writing to express my heartfelt gratitude for [specific reason for thanking them]. Your support and [mention any specific contributions or qualities] have made a significant impact on [describe the effect on you or the situation].

Thank you once again for your kindness and generosity. I truly appreciate everything you have done.

Warm regards,

[Your Name]  
[Your Contact Information]