

[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 - e.g., your support, your gift, your hospitality, etc.].

Your kindness and generosity truly made a difference in [explain how it impacted you or the situation]. I appreciate the time and effort you put into [mention any specific actions they took].

Thank you once again for your thoughtfulness. I feel truly fortunate to have you in my life.

Warm regards,

[Your Name]