

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

[Additional personal message or anecdote related to the gesture.]

Thank you once again for your kindness. I deeply appreciate it and look forward to [future interaction or event].

Warm regards,

[Your Name]