

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to express my heartfelt appreciation for [specific reason or action for which you are grateful]. Your [efforts/support/guidance] have made a significant difference, and I am truly grateful for your [dedication/commitment/assistance].

[Include specific examples of how the recipient's actions positively impacted you or the team].

Thank you once again for your generosity and support. It is a pleasure to work with someone as [positive adjective - e.g., dedicated, inspiring] as you. I look forward to our continued collaboration.

Warm regards,

[Your Name]