

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

Zhang [Last Name]  
[Zhang's Address]  
[City, State, Zip Code]

Dear Zhang,

I hope this letter finds you well. I am writing to express my sincere appreciation for [specific reason for appreciation]. Your [quality or action that was appreciated] has made a significant impact on [explain how it affected you or the situation].

Your dedication and hard work have not gone unnoticed, and I am truly grateful for your contributions. [Include any specific examples or anecdotes that highlight Zhang's efforts].

Thank you once again for your outstanding support and for being such a positive influence. I look forward to continuing our work together.

Warmest regards,

[Your Name]  
[Your Position] (if applicable)  
[Your Organization] (if applicable)