

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

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

Dear Zhang,

I hope this message finds you well.

I wanted to take a moment to express my heartfelt thanks for [specific reason or event, e.g., your generosity, your support during a project, etc.]. Your [mention specific qualities, e.g., kindness, expertise, encouragement] made a significant difference and I truly appreciate it. [Add a personal anecdote or elaboration on how their actions impacted you or the situation.]

Once again, thank you for everything. I look forward to [mention future interaction or collaboration, if applicable].

Warm regards,

[Your Name]