

**Your Address**

[Street Address]  
[City, State ZIP Code]  
[Email Address]  
[Phone Number]

**Date**

[Month Day, Year]

**Recipientâ€™s Name & Address**

[Recipientâ€™s Name]  
[Title/Position, if applicable]  
[Company/Organization Name]  
[Street Address]  
[City, State ZIP Code]

**Greeting**

Dear [Recipientâ€™s Name],

**1. Opening Sentence**

*Express your thanks and specify what you are thanking the recipient for.*

**2. Provide Details**

*Mention exactly what the recipient did and why it was meaningful or helpful.*

**3. Share Impact**

*Explain how their action, gift, or support made a difference to you.*

**4. Closing Statement**

*Restate your appreciation. Add any additional thoughts or remarks, if desired.*

**Closing & Signature**

*Sincerely,*

[Your Name]