

Your Address

[Street Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

Date

[Month Day, Year]

Recipient's Name & Address

[Recipient's Name]

[Title/Position, if applicable]

[Company/Organization Name]

[Street Address]

[City, State ZIP Code]

Greeting

Dear [Recipient'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]