

SENDERÂ€™S ADDRESS

[Your Street Address]

[City, State ZIP Code]

[Email Address or Phone Number (optional)]

DATE

[Month Day, Year]

RECIPIENTÂ€™S ADDRESS

[Recipientâ€™s Name]

[Recipientâ€™s Title /Position]

[Company/Organization Name]

[Street Address]

[City, State ZIP Code]

GREETING

Dear [Recipientâ€™s Name],

BODY

- State your appreciation in the opening sentence (thank the recipient specifically and mention what for).
- Explain the impact or significance (how their action/gift/help benefited or touched you).
- Optional: Add a personal note, express continued hope for a relationship, or mention a future interaction.

CLOSING

Sincerely,

[Your Name]