

## **SENDER'S ADDRESS**

*[Your Street Address]*

*[City, State ZIP Code]*

*[Email Address or Phone Number (optional)]*

## **DATE**

*[Month Day, Year]*

## **RECIPIENT'S ADDRESS**

*[Recipient's Name]*

*[Recipient's Title /Position]*

*[Company/Organization Name]*

*[Street Address]*

*[City, State ZIP Code]*

## **GREETING**

*Dear [Recipient'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]*