

## **1. Your Contact Information**

[Your Name]  
[Your Job Title]  
[Company/Organization Name]  
[Email Address]  
[Phone Number]  
[Date]

## **2. Recipient's Contact Information**

[Recipient Name]  
[Recipient Job Title]  
[Company/Organization Name]  
[Company Address]

## **3. Greeting**

Dear [Recipient Name],

## **4. Opening Paragraph**

State your purpose for writing. Express gratitude clearly and specifically. Mention the occasion or context.

## **5. Body Paragraph(s)**

Elaborate on your appreciation.  
Provide examples of how the recipient's actions or support made a positive impact.  
Share any personal reflections or outcomes.

## **6. Closing Paragraph**

Reiterate your gratitude.  
Offer well wishes or mention future collaboration.  
Provide your contact information if appropriate.

## **7. Closing**

Sincerely,  
[Your Name]