

## 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]