

Your Name  
Your Address  
City, State ZIP Code

Date

Recipient Name  
Recipient Title (if applicable)  
Company/Organization (if applicable)  
Address  
City, State ZIP Code

Dear [Recipient Name],

I am writing to thank you for [reason for thanking]. I sincerely appreciate your [mention specific help, support, gift, opportunity, etc.].

Your kindness means a lot to me, and I am truly grateful.

Thank you once again.

Sincerely,

[Your Name]