

Dear _____,

Thank you so much for _____. [This can be a gift, something this person did for you, or just something about them that you're grateful for].

I really like _____

_____.

[Here's where you say why you like the gift, what the person did, or why you're grateful for this person. A sentence or two works well here.]

I plan to _____

_____.

[Tell the person how you might use the gift or how their kindness / generosity / work ethic / dedication has touched you.]

I hope to _____

_____.

[Here you can add a sentence or so of a general nature. Maybe you hope to see this person soon. Maybe you hope to meet them in person someday. Maybe you hope to have a job like theirs when you're older. Maybe you hope they are staying healthy. Something along these lines adds a nice touch to your note.]

Thank you again!

Sincerely, / Love, [Depending on how well you know the person]

_____ [Your name]