[Your Name]

[Street Address]

[City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

Thank you for the lovely gift of \_\_\_\_\_\_ you sent to me. Your gift made my day, and it continues to brighten my life.

It was so nice to be remembered by you! Your thoughtfulness means so much to me.

Thanks Again,

[Your Name]