Dear *insert name of recipient*,

I am writing to express my sincere gratitude for your *insert act of kindness or support*. Your *insert act of kindness or support* has been a tremendous help to me, and I am so grateful for your thoughtfulness and generosity.

I know that you did not have to do *insert act of kindness or support*, but you did it anyway, and I am so appreciative. Your *insert act of kindness or support* has made a big difference in my life, and I will never forget it.

Thank you again for everything.

Sincerely,  
*insert your name*