Hi (Recipient's name),  
I wanted to email you personally to say thank you for (whatever they have done!).  
I personally wanted to say (whatever you want to say)  
To say thank you, I want to send you a token of my appreciation. Can you send me your address?  
Once again, thank you for all your efforts in making this happen.  
It would be great to stay in touch, and I've included my contact details below.  
Thank you,  
(Your name)