

(Date of Letter)

(Name)

(Street Address)

(City, State and Zip Code)

Dear :

Thank you for your thoughtfulness and (gift, kind words, compliment, etc.). Your gracious (gift, kind words, compliment, etc.) is most deeply appreciated and will be long remembered and cherished. It is my hope to visit with you soon so that I may thank you more directly and personally. Once again, thank you for your kindness.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.