[Senders Name]

[Address line 1]

[Address line 2]

[State, ZIP Code]

Sample Letter #6: Thank you letter to a colleague, friend or someone for a gift or present.

[Letter Date]

[Recipients Name]

[Address line 1]

[Address line 2]

[State, ZIP Code]

[Subject: Normally bold, summarizes the intention of the letter] -Optional-

Dear [Recipients Name],

Thank you for your wonderful gift of that box of chocolates. I have never received such an unexpected gift, and it is a wonderfully thoughtful gesture. It is been a long time since anyone has brought me chocolates, so make sure you visit me soon, I will try and save some of your favorites.

Sincerely,

[Senders Name]

[Senders Title] -Optional-

[Enclosures: number] -Optional-

cc: [Name of copy recipient] -Optional-