

Sender's Full Name

Sender address

Date

Address of the Receiver

Dear \_\_\_\_\_ (Name of the Recipient),

I simply wanted to send you a thank you note and let you know how lucky we feel to have the two of you as neighbors.

From the day we moved in and you brought over that mouthwatering cake, we have felt welcome in the neighborhood. It is largely because of you that we feel relaxed leaving town. You have been always so willing to collect the mail and watch out for suspicious characters.

Thank you once again,

(Sender Name)