This sample is meant for someone you are close to like a friend or family. Note the language and format used in this letter will be more informal and personal.

*Dear \_\_\_\_\_\_\_\_\_,*

*Thank you for your presence during this very difficult time. My \_\_\_\_\_\_\_ meant a lot to me and losing them was very difficult for me. I do not know what would have happened had you not been there, but I am very glad to have such a great friend.*

*I received a letter from the \_\_\_\_\_\_ (organization’s name) telling me about the contribution you made in \_\_\_\_\_\_'s name. I want to personally thank you for this great gesture. My \_\_\_\_\_ would have been so happy to know you made such a generous donation to a cause they are so passionate about.*

*I want to tell you that our family is very lucky to have someone who is such a constant in our lives. We cannot express how blessed we are to have you.*

*Thank you once again.*

*Love always,*

*\_\_\_\_\_\_\_\_\_\_\_\_\_.*