

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]

[Recipient's Name]
[Recipient's Position, if applicable]
[Recipient's Address or Company Name]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to extend my heartfelt thanks for [briefly mention what you are thankful for, e.g., your support, generous gift, opportunity, etc.]. Your kindness and consideration mean so much to me, and I truly appreciate your thoughtfulness.

I also wish to sincerely apologize for my delayed response. Unfortunately, I have been unwell lately and, as a result, unable to reply to your message in a timely manner. Please accept my apologies for any inconvenience this may have caused and my assurance that your [gesture/opportunity/message] has been deeply valued and not overlooked.

Thank you again for your understanding, patience, and generosity. I am grateful for your support and look forward to staying in touch.

With appreciation,
[Your Name]