TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:**  **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:** **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Thank You Letter

Dear Mrs. Scarlet,

Thank you for your support during this difficult time. It was really thoughtful of you to bring our family so many meals after John died. They kept our family fed and healthy as we spent time grieving together.

I appreciate your gift of food and support so much because I find it hard to cook for just one person now. My grief makes it hard to find enjoyment in life, but I have found joy in your cooking. The fact that you thought so much about me and my family will always be special.

Thanks again for taking the time out of your busy schedule to help me and my family. You didn’t have to do anything and we appreciate your kindness.

Sincerely,

**[Signature here]**