

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to express my heartfelt thanks for the thoughtful gift you sent. It was truly a wonderful surprise and brought a smile to my face.

Your kindness and generosity are genuinely appreciated, and it is a pleasure to work with someone as considerate as you. The [describe gift briefly, e.g., "beautiful leather notebook"] will be put to great use.

Thank you once again for your thoughtfulness. I look forward to our continued partnership.

Warm regards,
[Your Name]
[Your Job Title]
[Your Company]