

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my heartfelt thanks for [specific reason for thanks, e.g., your support during a project, your encouragement, etc.].

Your [specific qualities, e.g., guidance, kindness, expertise] has made a significant impact on me. I truly appreciate the time and effort you dedicated to [specific example].

Thank you once again for everything. I feel so fortunate to have you [as a teacher, mentor, etc.].

Sincerely,

[Your Name]

[Your Grade/Class]