

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

[Principal's Name]
[School's Name]
[School's Address]

[City, State, Zip Code]

Dear [Principal's Name],

Subject: Farewell Letter

I hope this letter finds you in great spirits. As I prepare to leave [School's Name] after completing my [grade/class], I wanted to take a moment to express my heartfelt gratitude and share my reflections.

[Paragraph 1: Reflect on your time at the school, memorable experiences, and what you learned.]

[Paragraph 2: Acknowledge the support from teachers, friends, and school staff, highlighting specific contributions.]

[Paragraph 3: Share your future aspirations and how the school has prepared you for them.]

As I embark on this new chapter in my life, I will always cherish the memories and friendships I have made here. Thank you once again for everything.

Wishing you and the school immense success in the future.

Warm regards,

[Your Name]

[Your Class/Grade]