

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Guidance Counselor's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Guidance Counselor's Name],

I hope this letter finds you well. I am writing to express my heartfelt appreciation for the invaluable support and guidance you have provided me during my time at [School's Name].

Your dedication to helping students navigate their academic and personal challenges has made a significant impact on my life. I especially want to thank you for [specific example of help or guidance they provided].

Your encouragement and wisdom have inspired me to believe in myself and strive for my goals. I am truly grateful for the time and effort you invest in all of us.

Thank you once again for being such a remarkable counselor and for all that you do.

Sincerely,
[Your Name]