

[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 gratitude for the invaluable support and guidance you have provided me during my time at [School's Name].

Your insights and encouragement have played a significant role in shaping my academic journey and personal growth. I truly appreciate the time you took to listen to my concerns and help me navigate my options, especially with [specific situation or decision].

Thank you once again for your unwavering support and dedication. I feel fortunate to have had you as my guidance counselor, and I will carry your advice with me as I move forward.

Warm regards,

[Your Name]