

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

[Recipient's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my heartfelt gratitude as I approach my graduation from [School's Name] on [Graduation Date]. As I reflect on my journey, I am filled with appreciation for the support and guidance I have received throughout my time here.

I want to extend my thanks to all my teachers, administrators, and staff who have contributed to my growth and development. Your dedication and passion for education have made a significant impact on my life.

As I prepare to take the next steps in my academic and personal journey, I am excited about the future and the opportunities that lie ahead. I will always cherish the memories and friendships I have formed during my years at [School's Name].

Thank you once again for your encouragement and support. I will carry the lessons I've learned here with me as I pursue my dreams.

Sincerely,

[Your Name]
[Your Graduation Year]