

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my heartfelt gratitude as I prepare to embark on my journey beyond high school. Graduation is a significant milestone, and I wanted to take a moment to reflect on my experiences and extend my thanks to those who have supported me along the way.

Throughout my time at [School Name], I have encountered challenges and achievements that have shaped me into the person I am today. I am especially thankful for [mention specific teachers, mentors, or programs that impacted you], as their guidance and encouragement have been invaluable.

As I look forward to [next steps, such as college, career, etc.], I carry with me the lessons learned and the memories created here. I am excited about the future and the opportunities that await me, knowing that I have a strong foundation from [School Name].

Thank you once again for everything. I am proud to be a graduate of [School Name], and I will always cherish my time spent here.

Sincerely,

[Your Name]
[Your Graduation Year]