

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

Dear [Teacher's Name/Principal's Name],
I hope this letter finds you well! As the holiday season approaches, I wanted to take a moment to express my gratitude for all the hard work you do for our children. Your dedication and passion for teaching make a significant difference in their lives.

The festive season is a wonderful time to reflect on the past year and appreciate the joy and learning our kids experience at [School Name]. I am especially thankful for the [specific program or event] that [Child's Name] was a part of this year; it truly enriched their education.

As we celebrate the holidays, I wish you and your family a joyful and peaceful season filled with love and laughter. I look forward to the upcoming new year and all the exciting opportunities it brings for our children at [School Name].

Warm wishes,

[Your Name]
[Your Child's Name and Grade]