

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

Dear [Teacher's Name],

I hope this message finds you well. I am writing to express my sincerest gratitude for your guidance and support during my journey in the IB Diploma Programme.

Your dedication and enthusiasm have inspired me to strive for excellence in my studies, particularly in [specific subject or project]. I greatly appreciate the time and effort you invest in ensuring that each of us understands the material thoroughly.

Thank you once again for being such a remarkable teacher. I look forward to continuing to learn under your guidance.

Warm regards,

[Your Name]  
[Your Student ID (if applicable)]  
[Your Grade/Class]