

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

[Recipient's Name]

JFK High School

[School Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I wanted to take a moment to express my heartfelt gratitude for the support and opportunities provided by JFK High School.

[Specific reason for thank you - e.g., "The recent college fair organized by the school was incredibly informative and beneficial in guiding my college choices."]

I truly appreciate the dedication of the staff and the nurturing environment that makes JFK High School a special place for students. Thank you once again for your unwavering support.

Sincerely,

[Your Name]