

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

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

Dear [Principal's Name],

I am writing to formally recognize and celebrate the outstanding achievements of [Student's Name] during their time at JK School. As a dedicated student, [he/she/they] has consistently demonstrated exceptional academic performance and a commitment to [his/her/their] personal growth.

[Student's Name] has excelled in [specific subjects, activities, or projects], showcasing not only [his/her/their] intellect but also [his/her/their] passion for learning. [He/She/They] has also contributed significantly to the school community through [mention any extracurricular activities, leadership roles, or community service].

It is my honor to acknowledge [Student's Name]'s hard work and perseverance. [His/Her/Their] accomplishments serve as an inspiration to peers and a testament to the supportive environment fostered at JK School.

Thank you for nurturing such talent and dedication in your students.

Sincerely,

[Your Name]
[Your Position, if applicable]