

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title/Position if applicable]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my heartfelt gratitude for [specific reason for thanks, e.g., your support during the school year, the knowledge you shared in class, etc.].

Your guidance and encouragement have made a significant impact on my learning experience, and I truly appreciate the time you dedicated to [specific examples, e.g., helping me understand difficult concepts, providing extra help when needed, etc.].

Thank you once again for being such an inspiring [teacher, mentor, etc.].

I feel fortunate to have had the opportunity to learn from you.

Warm regards,

[Your Name]
[Your Grade/Class]