

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my heartfelt appreciation for your support and guidance throughout the KCSE preparation and examination period.

Your dedication and commitment have played a significant role in our success. The knowledge and skills you imparted to us have equipped us to face this important milestone with confidence.

Thank you once again for being an inspirational educator and for your unwavering belief in our potential.

Sincerely,

[Your Name]

[Your KCSE Candidate Number] (if applicable)