

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my heartfelt gratitude for the support and guidance you provided me during my KCSE preparations.

Your encouragement and belief in my abilities played a significant role in my academic journey, and I am truly thankful for the time and effort you invested in my success. I appreciate the extra lessons, the resources you shared, and the motivation you offered, all of which contributed immensely to my confidence and performance.

I am pleased to inform you that I achieved [mention your results, e.g., a grade of "A"], and I owe a part of this success to your unwavering support. Thank you once again for being such an inspiring educator and mentor.

Wishing you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your KCSE Index Number, if applicable]