

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

[Recipient's Name]
[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 appreciation for your dedication and hard work as a teacher at [School's Name]. Your commitment to fostering a supportive and engaging learning environment has made a significant impact on my [son/daughter/student's name].

[Optional: Include a specific example of a positive experience or teaching method that you appreciate.]

Thank you for your continued efforts to inspire and educate.

Sincerely,
[Your Name]