

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]

[Professor's Name]  
[Department]  
[University Name]  
[University Address]  
[City, State, ZIP Code]

Dear Professor [Last Name],  
I hope this letter finds you in great spirits. As I reflect on my time at [University Name], I am filled with gratitude for the profound impact you have had on my academic journey and personal growth.

Your passion for [Specific Subject] and your dedication to teaching have inspired countless students, including myself. I remember the first day of your class, where you instantly engaged us with your vibrant energy and wealth of knowledge. Your lectures were not just lessons; they were experiences that encouraged us to think critically and embrace our curiosity.

Beyond your expertise, your mentorship has shaped the person I am today. You took the time to get to know each of us, providing guidance and support that extended far beyond the classroom. Your belief in my potential motivated me to pursue challenges I never thought I could conquer.

I particularly cherish the moments we shared during [Specific Event or Project], where your insights and encouragement fueled my passion for [Related Topic]. Your ability to weave real-world applications into theoretical concepts made learning enjoyable and relevant.

As you move into retirement, please know that your legacy will remain alive in the hearts of all your students. You have not only educated us but also instilled values of integrity, perseverance, and kindness. Thank you for everything, Professor [Last Name]. You will be dearly missed, but your influence will continue to guide us in our future endeavors.

Warmest regards,  
[Your Full Name]  
[Your Major/Department]  
[Your Graduation Year]