

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
Dear [Student's Name],  
I hope this letter finds you well!  
[Personalized message or introduction. For example: "I wanted to take a moment to tell you how proud I am of your progress in learning English."]  
[Body of the letter: share encouragement, tips for learning, or fun activities they can try. For example: "Have you tried reading your favorite story in English? It can be a lot of fun!"]  
[Closing thoughts: express excitement for future lessons or any upcoming events. For example: "I am looking forward to our next class together!"]  
Best wishes,  
[Your Name]  
[Your Position/Role]