

[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. As I prepare to leave [School's Name], I wanted to take a moment to express my heartfelt appreciation for the incredible journey I've had during my time here.

I am truly grateful for the support and guidance provided by you and the entire staff. Your dedication to fostering a nurturing environment has tremendously impacted my educational experience.

Reflecting on the past [number] years, I cherish the valuable lessons learned, friendships formed, and the growth I have experienced. [Personal anecdote or memory that highlights a positive experience or lesson].

Thank you once again for everything. I will carry the memories and teachings with me as I embark on my next adventure.

Warm regards,

[Your Name]
[Your Grade/Class]