

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

[Principal's Name]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Principal's Name],

I hope this letter finds you well. As I prepare to leave [School Name], I wanted to take a moment to express my gratitude and reflect on my time here.

[Insert a personal reflection or memorable experience].

I am thankful for the support and guidance provided by the faculty and staff. I will carry the lessons learned and the friendships made as I embark on my next journey.

Thank you once again for everything.

Sincerely,

[Your Name]

[Your Grade/Class]