

[Your Name]
[Your Title/Position]
[School Name]
[School Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Student's Name]
[Student's Address]
[City, State, Zip Code]

Dear [Student's Name],

I hope this letter finds you well. I want to take a moment to acknowledge your hard work and dedication in [specific subject or project] this semester. Your commitment to [mention specific achievement or quality] has not gone unnoticed, and I am truly impressed by your progress. Keep up the great work! I believe you have a bright future ahead, and I am here to support you in your academic journey.

Best regards,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Position]