

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

Dear [Student's Name],

I hope this letter finds you well. I wanted to take a moment to express my heartfelt appreciation for your hard work and dedication in [subject/class]. Your enthusiasm and commitment to learning have not gone unnoticed.

Your contributions in class discussions and your willingness to help your peers showcase your exceptional character. I am particularly impressed by [mention any specific project, behavior, or achievement].

Keep up the fantastic work! I'm excited to see how you will continue to grow and shine in the coming months.

Best regards,

[Your Name]
[Your Position]