

[Your Name]
[Your Position]
[School Name]
[School Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Principal's Name]
[Principal's Position]
[School Name]
[School Address]
[City, State, Zip Code]

Dear [Principal's Name],

I hope this message finds you well. I am writing to express my heartfelt gratitude for your continuous support and guidance throughout this academic year.

Your leadership has positively impacted our teaching environment, allowing us to thrive and bring the best out of our students. I appreciate the opportunities you've provided for professional development and collaboration among the faculty.

Thank you once again for your invaluable support. I look forward to contributing further to our school's mission and vision.

Warm regards,

[Your Name]
[Your Position]