

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my heartfelt thanks for [specific reason, e.g., your support, guidance, teaching, etc.].

Your [specific quality, e.g., encouragement, dedication, knowledge] has made a significant impact on my experience at [School Name]. I appreciate the time and effort you invest in [specific examples, e.g., teaching, organizing events, helping students, etc.].

Thank you once again for everything you do. I feel fortunate to have had you as [a teacher/mentor/role model] during my time at junior high school.

Sincerely,

[Your Name]  
[Your Grade]