

[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Teacher's Name]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Teacher's Name],

I hope this letter finds you well. I wanted to take a moment to express my gratitude for your guidance and support in [specific subject/class]. Your teaching style has greatly inspired me, and I appreciate the time you take to help each of us succeed.

I am particularly grateful for [mention any specific instance or lesson that was impactful]. It has helped me [explain how it benefited you].

Thank you once again for your dedication and for all that you do. I look forward to continuing to learn from you this year.

Sincerely,

Xuan