

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

[Recipient's Name]  
[Recipient's Title/Role]  
[School/Organization Name]  
[School/Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well! I want to take a moment to say thank you for [specific reason or event that you are thankful for, e.g., helping me with a project, being a great teacher, organizing a fun event].

Your [kindness/support/guidance] means a lot to me. I really appreciate [specific detail about what they did, e.g., the time you spent explaining the lesson, the fun activities you organized].

Because of you, I [mention what you learned or how you benefited, e.g., feel more confident in my studies, had a fun time at the event]. Thank you for being such a wonderful [teacher/mentor/friend].

Looking forward to more great days ahead!

Sincerely,

[Your Name]  
[Your Grade/Class]