

[Your Name]  
[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. As the school year comes to a close, I wanted to take a moment to express my heartfelt gratitude for all that you have done for us. Your passion for teaching and dedication to your students has made a lasting impact on my life.

I will always remember the lessons you taught, the encouragement you provided, and the belief you had in all of us. You have not only been a wonderful teacher but also a mentor and a guiding light.

As you move on to your next adventure, know that you will be greatly missed. I wish you all the best in your future endeavors. Thank you once again for everything.

Warm regards,

[Your Name]  
[Your Grade/Class]