

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

Dear [Coach/Instructor's Name],  
I hope this message finds you well. I am writing to express my heartfelt gratitude for the invaluable guidance and support you have provided during [mention the specific period, e.g., this season, the course]. Your dedication to [mention specific aspect of coaching/instruction, e.g., teamwork, skill development] has not only helped me improve [mention specific skills or achievements], but also inspired me to [mention personal growth or learning].

I truly appreciate the time and effort you invest in each of your students/athletes. The impact you've made on my [mention specific area related to the sport/skill] is something I will carry with me for years to come.

Thank you once again for everything you do. I feel fortunate to have had you as a coach/instructor.

Sincerely,

[Your Name]  
[Your Contact Information]