

[Your Name or Organization's Name]
[Your Address or Organization's Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Child's Name]
[Child's Address]
[City, State, Zip Code]

Dear [Child's Name],

I hope this letter finds you smiling! I wanted to take a moment to tell you how proud I am of you for [specific achievement or behavior, e.g., your hard work in school, your kindness to friends, etc.].

Your efforts and dedication have not gone unnoticed. [Mention something specific they did that was commendable.] It brings so much joy to see you shine!

Keep up the great work, and always remember how special and talented you are. I can't wait to see what you accomplish next!

With lots of appreciation,

[Your Name]

[Your Title/Relationship to the Child]