TO

[Receiver Name]

[Receiver Title]

**ADDRESS:**  [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

[Sender Name]

[Sender Title]

Sub: Thank You Letter to Teacher

Dear **[NAME]**

I’m writing to you as a former student and a friend. Too often, we climb through life without a look back to express our connection with others and our gratitude for their presence in our lives. You engage, inspire, and empower your students daily, and I wanted you to know that we notice how much you care.

You don’t just try to figure out how to get information into their heads. You care about your students as people. Your class was always an environment where I was eager to express myself! You made me feel like you cared about what I had to say and valued my strengths and unique abilities instead of just focusing on how you could erase my weaknesses. You were excited to hear what I had to say, and I loved it when you said you learned something new from me or you’d tell me I asked a question that made you think.

Thank you for your time, your patience, and your realness. Thank you for encouraging me, supporting me, and caring about me. Thank you for seeing me as a partner in education, as someone who can teach others and learn. Thank you for inspiring me to learn and to help others the way you have.

With gratitude,