TO

[Receiver Name]

[Receiver Title]

**ADDRESS:**  [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

[Sender Name]

[Sender Title]

Sub: Thank You Letter

Dear **[NAME]**

Thank you so much for inviting us to attend **[NAME]** scholastic awards ceremony.

As her uncle and aunt, we are happy to be included in such a memorable event, and plan to meet you in the school auditorium, **[TIME AND DATE]**.

We want you to know that we are very proud of **[NAME]**. She is a truly exceptional young lady. **[NAME]** look forward to the evening's events.

Sincerely,