From,

\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_

Date- \_\_\_\_\_\_\_\_\_ (Date on which letter is written)

To,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject: Thank You Letter.

Dear \_\_\_\_\_\_\_\_\_\_\_\_(Sir or Madam),

I would like to express my sincere thanks for your efforts and molding me to a responsible citizen. It’s all because of your efforts that I succeeded in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (List out details). Thank you for your patience and helping me out.

Please find enclosed a small gift, as a token of appreciation. Your teachings will always be with me throughout my life.

I, once again, would like to express my gratitude for transforming me and bringing out the best in me. I will always remember you with respect and gratitude. If there is anything I can do for you ever please let me know. It will also be nice if you ever come to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of your city) you must spend some time with us.

With regards

Yours Sincerely,

(Name and Signature)