From,

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

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

Date (Date on which letter is written)

To,

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

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

Sub: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (sir/ ma’am)

I am really thankful to God who has blessed me with a teacher like you who has completely changed my vision towards everything. I would like to express my gratitude towards you for all your efforts and time for molding me into a responsible citizen.

When I newly joined the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Mention type of educational institute), I was feeling very lonely. But, your perseverance has brought a lot of changes in me. I became friendly with my peers, started taking an interest in my studies and actively participating in sports, also.

I once again would like to thank you for everything you have done for me. Teachers like you are angels, and I am fortunate enough to get an angel like you who has changed me completely.

With regards

(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)