

Your Name
Your City, State, Zip Code

Date

Name
Title
Address
City, State, Zip Code

Dear Mr./Mrs. Last Name:

Use the first paragraph to thank the teacher for taking the time to help you. Tell about the subject(s) and how enthusiastic you are about it.

The second paragraph of your thank-you letter should include the reasons why you are an excellent student. List specific skills that show that you are a good student. The more detailed you are, the more the teacher will know about you.

In your closing paragraph, reiterate your appreciation for the class and let the teacher know you are looking forward to attending class soon.

Sincerely,

Your Signature