

A Letter to Say Thank You

Write a letter to thank a teacher who has inspired, helped or guided you. Plan out your letter and write it up neatly so that they can keep it for years to come. Don't forget to:

- organise your points into detailed paragraphs;
- use the first person;
- address the recipient directly.

Your address:

Today's date:

Greeting: _____

Introduction: Briefly explain why you are writing.

Explain the first thing that you are thanking them for and why you appreciate it.

Explain the second thing that you are thanking them for and how it has impacted you.

Add some of your favourite memories associated with the recipient and explain why they are special to you.

Conclusion: Repeat your reasons for writing and say what you hope will happen next.

Use a complimentary close and then sign your name:

Blank lined writing area for notes.

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