[Your Name]

[Street Address]

[City, ST ZIP Code]

[Date]

[Teacher’s Name]

[Grade and room number]

[School Name]

[Street Address]

[City, ST ZIP Code]

Dear [Teacher’s Name]:

We are writing to express our gratitude for the extra time and attention you’ve afforded our [son/daughter] [Child’s Name] this year.

[Child’s Name]’s grades have improved markedly over the past few months. We have also noticed that [he/she] now approaches [his/her] [school subject] homework more confidently. With your coaching, [he/she] has discovered that if [he/she] applies [himself/herself] consistently to understanding a difficult subject, [he/she] will succeed.

We are very impressed with your teaching ability, as well as with the amount of care and attention you’ve given our [son/daughter]. [Child’s Name] is very lucky to be your student this year.

Sincerely,

[Your Name]

cc: [Principal’s Name]