

## Sample Letter of Appreciation:

Your Name

Your Address

Your City, Province

Your Postal Code

Date

Dear First Name, (Mr./Mrs./Ms./Miss. if they aren't family or a close friend)

Start by saying Thank You for . . .

Write a specific paragraph about memories you have, important advice they've given, specific help they've given you. Remember: DON'T BE VAGUE.

Thank them again. Tell them how you appreciate them.

Something NICE – Best Regards, Sincerely, Your Friend, Yours Truly,

**SIGNATURE** sign in pen in this space.

Your Name

Ali Lodge  
Box 1701  
Lac du Bonnet, MB.  
R0E 1A0

January 10, 2018

Dear Ms. Lane,

I wanted to send you a letter to let you know how much I appreciated you as a teacher for grades three and four. You had a great impact on my learning and development as a young student. Showing me how to express my ideas artistically has continued to help me throughout my education. I am now a High School Art Teacher and I believe I owe you some credit for where I am today.

I remember a Social Studies project in grade four that was a class favorite. We created dioramas from different eras using clay, paint, and whatever materials we wanted. This is my first memory of planning and preparing my own original project. You allowed us creative control and did not restrict us by telling us what we could or could not do. You were open to our ideas and supportive with our explanations. I will never forget how successful I felt with your guidance. I believe that my teaching style is a reflection of what I learned in your classroom over those two years.

Thank you for being kind, caring, and supportive of our creative endeavors. I was very lucky to have you as a teacher for two years!

Best Regards,

Ali Lodge