

Sender's Full Name

Sender's address

Date

Address of the Receiver

Dear _____ (Name of the Recipient),

I wished to inform you how much of an influence you made while you were a substitute teacher in 7th grade. You taught me how to have patience and not give up when I had issues with my study load, and how to surpass my own expectations. With your support, I began to explore other opportunities and expectations. Without all your care and attention I never would have found the confidence to move forward and find my passion in my studies. Thank you for everything you have done!

Sincerely,

(Sender's Name)