| Yellow text on a black background  Description automatically generated with medium confidence |  |
| --- | --- |

Sender’s Full Name

Sender's address

Date

Address of the Receiver

Dear \_\_\_\_\_ (Name of the Recipient),

Thank you very much for all your hard work. We feel so lucky that (child name) got you for a substitute teacher this year. (S)he loves to talk about everything (s)he is learning and doing in your classroom.

Thanks again,

(Sender's Name)