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Address of the sender

Email Address of the sender

Date

Name of Teacher

Address/Class of the Teacher

Subject: Thank You Note

Dear Miss ABC,

Since the semester is ending, I would like to take this opportunity to thank you for being such a wonderful teacher. Joanna is lucky that she got such a loving and caring teacher like you. It is entirely due to your efforts that she is making good progress in academics and creative activities. I can see her personality blossoming, and her social skills improving so much. I would like to express my gratitude for the invaluable work you put in.

When the semester began, she was much of a wallflower, and despite our best efforts, we couldn’t get her to socialize by herself. However, with your continuous efforts, and all the group activities, she is now able to talk to new people herself and has so many friends too! As a mother, I feel so thankful for the teacher behind this change.

Earlier I used to be worried about her feeling left out in kindergarten but after seeing the children under your guidance, I could rest assured. Wonderful teachers like you alleviate tension for fussy parents like me. I hope every child is fortunate enough to be taught by a teacher like you.

Yours sincerely

(Signature)

Your Full Name