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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 Mister MNO,

I wished to show my gratitude after seeing Jimmy in the class play yesterday. He was such a sight to see! Never in my wildest dreams would I have thought he would agree to act on a stage!

I am in awe of how well you convinced him, and how much effort you put into helping him practice for his big day. He had never been fond of being the center of attention, and so he naturally avoided volunteering for things like plays and recitations too. Your guidance has been a blessing in disguise for him and I am sure he will treasure this memory of hearing everybody applaud him for a long time to come.

I can never express my appreciation for helping my child come out of his shell. He is blessed to have a teacher like you.

Yours sincerely,

(Signature)

Your Full Name