Your Name

Date (Month/Day/Year)

Dear Mr./Ms/Miss/Mrs. and Last Name:

Use the first paragraph to explain to the person why you are writing them a thank you letter.

The second paragraph of your thank you letter should include the reasons and any details why and how they made such a difference in your life.

In your closing paragraph, reiterate your appreciation for them.

Sincerely,   
  
Your Signature   
  
Your Typed Name (First and Last)