

## THANK YOU LETTERS TO TEACHERS

Handwritten thank you letters mean more to people than typed and printed letters because writing by hand shows that you value the person enough to put the extra time and effort into thanking them.

Thanking the people that have helped you succeed is a great habit to build as it gives credit where it is due, and it lets the people around you know how they have impacted you in a positive way, which always makes people feel good about themselves and about you!

Contrary to what you have been lead to believe, teachers cannot read your mind! Teachers especially receive very little feedback about how they have impacted a student's life, and it is the times that teachers do hear back (such as through a letter) that make them want to continue to teach because it allows them to see the good that they are doing that they otherwise would not see.

You will write to at least 2 teachers. One must be an 8-4 core teacher. The other teacher can be one that you've had this year or in past years: electives, 7-4 core teacher, or 6-4 core teacher. You may write as many letters as you wish beyond the required two. When you are finished writing your letter, please fold and place it in the appropriate labeled bin.

1. Greeting
  - a. Dear [Name]
  - b. Hello [Name]
  - c. Good Morning [Name]
2. 2-3 reasons why you chose to write to this teacher
  - a. I chose to write to you because
  - b. There are several reasons why I chose to write to you
3. Phrase of gratitude
  - a. Thank you so much for...
  - b. It meant so much to me that...
  - c. I greatly appreciate...
  - d. I am honored that...
  - e. I am very thankful that...
  - f. I am delighted that...
  - g. I truly enjoyed...
  - h. I am grateful that...
4. A memory about the teacher or class
5. Inside joke/quote from the teacher
6. What you will take from that teacher with you to high school
7. Phrase of gratitude
8. Closing
  - a. Sincerely
  - b. Respectfully
  - c. Cheers
  - d. Regards
  - e. Thank you again
9. Print your name and add your signature