

November 20, 2014

This is an *example* of a finished Thank You Letter.
Do not use these words; create your own words for your thank you letters!

Mr. David Johns
David Douglas High School
1001 SE 135th Avenue
Portland, OR 97233

Dear Mr. Johns

I am writing to express my gratitude to you for all you have done for me. The face-to-face instruction you gave me outside of school helped me to achieve higher scores on the math section of the SAT.

I can remember countless nights staying up late, studying and feeling frustrated that I was unable to easily solve the most basic math problems. It became apparent that I was going to need help. After we talked after class that one day, and you gave me some advice and tricks to remember, and you gave me your home phone number, I felt more at ease. I am so much more confident with math right now. I am 100% positive that my confidence can be directly attributed to your help.

Thank you again for your time, energy, and effort in helping me be the best I can be. I hope your holidays are terrific.

Sincerely

Darren Winslow

This is your signature once you have printed your Thank You Letter

Darren Winslow