Month 00, 2015

Tom and Susan Smith

6420 First Street

Houston, Texas 77077

Dear Mr. and Mrs. Smith:

Thank you so much for your wonderful letter. I am always gratified to receive reports of how dedicated and helpful teachers in the Houston Independent School District are — especially those who teach at Name of School.

Needless to say, I am delighted to hear how Name of School teacher John Doe’s tireless commitment to excellence helped your son Name of Student to master geometry. I am certain that Mr. Doe’s outstanding support also did wonders for Name of Student’s confidence in his/her ability to succeed through perseverance and hard work, which will serve him/her well in his/her other studies and throughout his /her life.

Again, thank you for taking the time to tell me about Mr. Doe’s exemplary dedication to his profession. Enclosed please find the information you requested on Name of School’s outstanding math and science Magnet program.

Sincerely,

First and last name, Job title

Department name