

TEMPLATE – Thank You Letter to Teacher

[DATE]

[Name, Title]
[School Name]
[Address]
[City, State, Zip]

Dear [Name of Teacher]

First of all, many thanks to you for helping us improve the air quality and health through the “There’s Something in the Air Flag Program.” Without assistance from you and your class, we would not have been able to implement this program.

Since your classroom met or surpassed the 80 percent participation goal, we are pleased to inform you that your class will be receiving [description of prize]. We will soon be contacting the prize sponsor to make arrangements and will be back in touch with your reading those details.

In addition, you will be receiving an individual reward [description of award] based on your classrooms’ achievements.

Please extend our sincere appreciation to your students. We are truly grateful for their assistance in this program. Because of your help, we have also gained fantastic insight into how we can improve this program for future implementation.

If you have observations that you feel would be helpful, we would be grateful to hearing from you. Please contact [Program Staff Name].

Thank you for your support of this program and your commitment to improving the health of children and the environment.