

*THANK YOU LETTER FOR PRINCIPAL FOR A DAY:*

[school letterhead]

[date]

[name & address of recipient]

Dear [name of recipient]:

My sincere thanks to you for taking the time to participate in the Principal for a Day program at our school. I hope it was as rewarding for you as it was for me and my staff and students.

I am sure that if more people in our community could do what you did, we would be able to meet all of our challenges and achieve high academic standards for all students.

Please don't let this be the beginning and ending of our relationship, though. You and your colleagues are welcome at [name of school] any time and we encourage you to visit and participate in our activities.

Enclosed is a certificate commemorating your day at our school. Again, thank you for your time and your commitment to education in our community.

Sincerely,

[your name and title]

Enclosure