

A letter template that works for any student

Dear [first name],

I want to tell you about something I noticed: [one real moment, and when it happened].
It showed me [what it says about them].

This year you've grown in [a skill or habit], and it shows every time you [an example].

[A warm wish, or one next step you know they're ready for].

[Your name]

The [their strength in a few words] Award

Presented to [first name]
For [the moment or habit you noticed].