**Template for expressing thanks and appreciation to a staff member**

Feel free to use or adapt this email template to express thanks and/or appreciation to a staff member. Just insert your own details into **[the fields that look like this]** and copy and paste into a new email. See also the **Guide to emailing NUI Galway staff**.

In the **subject field**, type the purpose of your email, for example: Thank you

Dear **[Title of the staff member that you are emailing: for example, Professor, Dr. Mr. Ms., followed by their last name]**,

My name is **[first name and last name]** and I am a **[what year]** student in your **[name class – module code and name if possible]** class.

I am emailing you to thank you for **[name reason you are thanking the staff member: e.g. for meeting with you, for advice and support, for a great learning experience, and so on]**. I just want to let you know that it was very much appreciated.

Kind regards,

**[First name, last name and student ID number]**

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