From,

Mr Swift,

Pace Dance Academy,

Wellington

To,

Suzanna,

C -2, Waterloo Apartments,

Bridgeton lane,

Wellington

Dear Suzanna,

I am drafting this letter to convey you my appreciation. The appreciation is regarding many things. But on a whole, you have been one trainee which I shall never forget. You have been the ideal student which I, or for that matter, any dance trainer in the world would want. You have been simply outstanding in the acquisition of the dance talent in such a short period of time.

You have also been a nice person at heart. When I was struggling with my health you managed to support me to manoeuvre my dancing trainees without even a day of excuse. The next week shall mark the end of your training and we might never work together. I hope that every trainee in my academy is like you and then at the same time I know that no one can take your place as the ideal trainee which I have ever had.

Yours appreciatively,

Mr Swift