

[Insert school logo/s]



[Insert date]

Dear [insert mentor name]

We would like to express our sincere appreciation for your involvement as a Language Futures mentor here at [insert school name] this year.

Under your guidance, the pupils have been truly inspired and motivated to access their chosen language and, in so doing, we feel you will have made a real difference to their lives and their futures.

Language Futures staff have also appreciated your positive attitude to lessons and the additional support you have given to the pupils in your own time. On a broader level, you have been involved in an innovative initiative offering a flexible, relevant and imaginative approach to language learning which we believe will have a national impact in years to come.

We would be delighted if you would consider continuing as a mentor next year and very much look forward to welcoming you back to Language Futures.

Yours sincerely,

[Insert name, role etc].

*Language Futures was originally developed by Linton Village College as part of a Paul Hamlyn Foundation initiative. Management of the initiative passed to the Association for Language Learning in summer 2015. When using and/or adapting resources, we would ask you to acknowledge the Language Futures initiative and the Paul Hamlyn Foundation as the original publishers of the material.*