Date:

To

[The Recipient Name]  
[Address]

Dear Mr. Principal,

I [name] from grade [number], am writing to thank you for the laptop I received, yesterday in recognition of winning the Interschool Debating competition. Sir, it was a huge responsibility for me to represent our school in the competition and I worked very hard in writing my debate and then did a lot of practice.

Winning the competition was an honor for me but your appreciation and the love and respect from my teachers and fellow students is what has made this win even more special.

I want to thank everyone both, for their support and prayers before the competition and for the love, they have showered me with, after the win.

I have always wanted a personal laptop and receiving it as a prize feels like a dream come true. This has motivated me to work harder and put in more effort in academic as well as extra-curricular activities. Your encouragement has inspired me to strive for excellence in everything I do because as they say, "Anything which is worth doing, is worth doing well". I promise you that I will not let you down and strive hard to bring laurels to the school in the future too.

In the end, I would like to thank you once again for your generosity and appreciation and also for providing me and my fellow students with opportunities such as this debating competition. It is due to challenges like these that we explore our talents and try to put in our best.

Yours Sincerely.

Name  
Designation  
Department name