The Thank You Note

**Why?** To show appreciation to someone who has given you something or done something for you

**Rules:**

-use a blank notecard

-hand print/write the note, using blue or black ink

**How?**

1. Greet the Giver (eg: Dear Aunt Sally). Address the person the way you would address him/her in a spoken conversation.

2. Express your gratitude. Be specific. (eg: Thank you for the fuzzy housecoat.)

3. Add specific details. Explain how you are going to use the gift, or what it meant to you. (eg: My house gets cool overnight so the housecoat is perfect to wrap up in on lazy Saturday mornings.)

4. Mention the past or a future connection. (eg: It was wonderful to see you at Kim’s party.) or (eg: I’m looking forward to seeing you at Easter.)

5. Re-state your thanks. (eg: thanks again!) or (I appreciate the long trip to made to come to my bridal shower.)

6. Closing and signature (eg: Sincerely, Jaime) or (Love, Jaime) or (All the best, Jaime).

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| *Dear Aunt Sally,*  *Thank you very much for the fuzzy*  *housecoat you sent me for Christmas. My house gets very cool at night so the housecoat is perfect to wrap up in on lazy Saturday mornings. I like to curl up in it on the couch with my coffee and read the Saturday papers. I am really looking forward to seeing you at Easter and hearing all about your Alaskan cruise.*  *Thanks again.*  *Love, Jaime* |

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| Dear Mr. Hobbs,  *Thank you for the gift of $20 on the occasion of my graduation. I plan on using that money to help buy textbooks in the fall. I hope you’ll stop in over Thanksgiving break at my parents so we can touch base and I can tell you all about my first semester in college.*  Thanks again,Billy Larson |