

How To Write Thank You Notes

Why should you write?

- To show your sincere thanks for the effort another person(s) gave to getting a gift for you, taking you to an event or offering their help in any way.

When should you write?

- Within a week is best, but “better late than never” definitely applies.

Steps to a perfect note.

1. **Date:** Write the date in the top right hand corner. Some people like to keep notes. Including the date helps them to remember when the event occurred.
2. **Greeting:** Start with Dear and then address the person as you normally would to make the note thoughtful but not formal. *Dear Grandma or Dear Aunt SoAndSo.*
3. **Thank you:** Acknowledge your gratitude for the gift using adjectives. *Beautiful shirt, interesting book, terrific, classic, excellent, wonderful, neat, awesome, elegant, perfect, attractive, delicate.*
4. **Use:** Briefly explain how you will use the gift. If you do not like the gift and will not use the gift find something nice to say about it.
5. **Get personal:** Say something about the person. *It was fun seeing you at my birthday party, I'm looking forward to seeing you in the summer, It's always fun to see you, We had such fun with you, you are considerate, kind, helpful, generous, thoughtful.*
6. **Thanks again:** Thank them again for the gift.
7. **Closing:** Use whichever closing is appropriate for the note. *From, Sincerely, Your Friend, Love*

Things to remember (from Emily Post)

- Make it sound friendly and sincere
 - I just love the sweater you sent me for my birthday-you must have known blue was my favorite color. *NOT* Thank you so much for the blue sweater you sent for my birthday.
- Mention something special about the event.
 - I loved spending the Easter holidays with you and your family in Florida. I'll never forget flounder fishing by flashlight and our bonfire on the beach.
- Never mention anything that was wrong with the gift or event.
 - How thoughtful of you to make homemade fudge for my birthday. Our whole family enjoyed it. *NOT* My family said the homemade fudge you sent for my birthday was delicious. I didn't get to eat any because I am allergic to chocolate.
- When acknowledging the gift of money, give some idea of what you plan to do with it.
 - The \$50 you sent for Christmas will really help me get the ten-speed bike I'm saving for. *NOT* I put the \$50 you gave me in the bank. I know it will come in handy someday.

NOT: Thank you so much for the surprise slumber party you gave for my birthday. I was really surprised and had so much fun. You are a good friend.

THIS: I don't think I will ever forget how surprised I was when I walked into your house and everybody yelled HAPPY BIRTHDAY! I know I've never had more fun at a slumber party-and I'm sure it will be my best birthday ever. You are a wonderful friend.