Writing a Thank You Note

There are a multitude of reasons why we offer thanks to others. Whether someone has done us a favor, given us a gift, shared their personal or professional time, or even just offered a kind word, thanking them with a sincere thank you note is a timeless and appreciated form of gratitude. A timely and genuine thank you note is essential in a range of circumstances, and writing one is a useful skill to learn.

# Assignment:

Write a sincere thank you note to someone you wish to extend gratitude to.

# Tasks to Consider:

1. When you receive a favor
2. When you are given a gift
3. After an interview
4. When you have been a guest
5. Just because!

# Timing:

When is the best time to send a thank you note? The best practice is to send a note of thanks as soon as possible. Of course, there are times when we realize gratitude far after we have received kindness or a favor from someone; in these instances, a belated thank you note is still appropriate and appreciated by the recipient.

# Materials:

A hard copy thank you note is classic. Materials can range from simple notebook paper and an envelope to formal stationary. If being mailed, a postage stamp will be necessary, as will the recipient’s address. In the event that these materials are unavailable, it is still important to express gratitude. A means of accomplishing this less formally is by email.

# Format:

Dear \_\_\_\_\_\_\_\_\_

(skip one line between salutation and body)

*1) Provide context about who you are (if needed). 2) Provide particular details about the event. 3) Provide particular details about why you are appreciative. 4) Reiterate a statement of gratitude*

(skip one line between thanks and closing)

Closing,

First name Last name

# Elements to Consider:

*Appropriate Greeting (Formal or Casual)*

Greet the recipient using a salutation, their prefix, and (if not someone with whom you are close) a last name.

* Dear Ms. Banks,
* Hello Uncle Dan,

*Personal context (if needed)*

If the recipient and you are not particularly close, provide context of who you are. If this is a note to a loved one, this personal context will not be necessary.

* My name is Quin, and I was one of the students in the class you helped out in when Mr. Doe was sick.

*Particular details about the event*

Provide context about what you are thanking the recipient for.

* I am so appreciative of you remembering my birthday and for thinking of me.

*Particular details about why you are appreciative*

Clearly state what the topic is.

* This gift card will be especially helpful in getting new shoes I need to start school.
* I will take the advice you offered to heart and use it to help make future decisions.

*Reiterate a statement of gratitude*

* Thank you again for thinking of me.
* I appreciate you taking the time to choose such a thoughtful gift.

*Appropriate Closing*

Close your email cordially. After a closing salutation, include your full name.

* Thank you,
* Sincerely,

# Brainstorm/Draft:

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