

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:
