

WRITING A THANK YOU NOTE

1. Greet The Giver:

Dear Betsy,
Mom,
My Dearest Husband,

2. Express Gratitude:

Thank you so much for. . .
It was wonderful of you to. . .
Wow! You were so kind to. . . thank you.

3. Name the gift:

This can be done in many ways. You may choose to combine steps two and three into one sentence:

Thank you so much for the beautiful photo album.

Wow! You were so kind to help us with the garage sale, thank you.

Or after writing thank you, you may want to discuss the use of the gift:

Thank you. The money you gave me for graduation will help me buy the books I need for college.

This is also a good opportunity to personalize your thank you:

When I opened the book yesterday, I was reminded of your good taste and unfailing generosity.

4. Share your feelings:

This can also be done in many ways, a simple exclamation could work:

I am so pleased!

What a wonderful thought!

Or you may choose to mention your relationship and how you feel about it:

I'm so glad I have a friend like you.

You are a wonderful dad.

Mentioning your feelings about the past or alluding to the future may be preferable:

I will use it everyday.

Seeing you again reminded me of all the fun we had in high school, I hope we can meet again soon.

5. Repeat your thanks:

Thanks again.

Thanks for a wonderful, memorable evening.

I am truly grateful for everything you do.

6. Signature:

Your friend,

Sincerely,

Much love,

Best wishes,

All the best,

Yours,

Thanks again,

etc. . .

If you can't think of anything to say, or if you just need help getting started. Come into the writing center and meet with a writing coach. We also have several books that can guide you while crafting the perfect expression of gratitude.

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