

A NOTE ABOUT THANK YOU NOTES!

Always send a thank you note when:

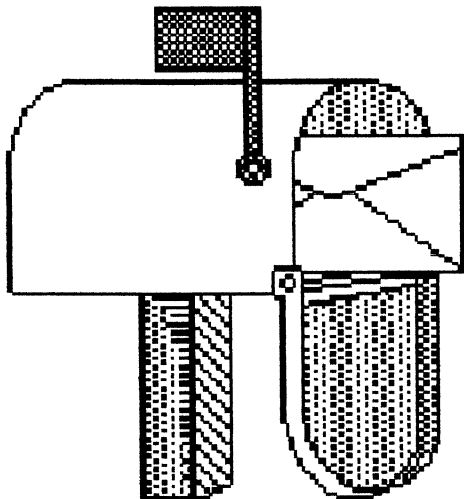
1. you receive a gift (money, items, etc.)
2. you have been a guest at someone's home.
3. someone does a special favor for you.
4. you have gone on a job interview.



Thank you notes are best written on a piece of stationery. Hand written notes are best except when written for a business. A thank you note should be at least two paragraphs long.

A sample note is given for reference below:

	February 15, 1994	<--Date
	Dear Brad,	<-----Greeting followed by a comma
State what you are grateful for----->	I would like to thank you for the box of chocolates you gave me for Valentine's Day. How did you know that I like Laymond's Chocolates the best?	<---State something you liked or enjoyed about the gift
Add a closing remark----->	I hope we can still get together at my house on Friday. I will make my favorite dish-- lasagna! We can have chocolates for dessert!	



Gratefully,	<----- Closing
Jennifer	<----- Your name