A Note About Thank You Notes

**1. Always send a thank you note when:**

 a. You receive a gift (money, items, etc.).

 b. You have been a guest at someone’s home.

 c. Someone does a special favor for you.

 d. You have gone on a job interview.

**2. Thank you notes are best written on a piece of stationery.**

**3. Hand written notes are best except when written for a business.**

**4. A thank you note should be at least two paragraphs.**

Sample:

*Your name*

*Closing*

*Add a closing remark.*

*State what you are grateful for.*

*Date*

*State something you liked or enjoyed about the gift/event.*

*Greeting followed*

*by a comma.*

 **February 14, 2012**

**Dear Brad,**

**I would like to thank you for the box of chocolates you gave me for Valentine’s Day. How did you know that I love *Kara’s Chocolates* the best?**

**I hope we can still get together at my house on Friday. I will make my favorite dish—lasagna! We can definitely plan on chocolates for dessert!**

 **Gratefully,**

 **Jennifer**



Directions:

On your given stationary, write a practice thank you card from the following scenarios. Make sure that it includes ***ALL*** the needed parts. (see sample above). Cut out and glue your sample in your journal.

Now, commit to be a “Thank you note” writer/giver. Think of somebody in your life that deserves to hear about something they have done for you. Take one of the available thank you cards and write them a note. If you don’t have the time right now, take one and make sure that you do it within the next 24 hours.



