



Life Skills Series

How to Write a Thank You Note

What a nice feeling it is to receive a sincere thank you note! When I receive a thank you note from someone, I know they care about me enough to take a few moments to let me know they appreciated the gift I gave them the time we spent together, or something I did.

Thank you notes are a thoughtful way to express our appreciation to people who care about us. Yet, many people – adults and children alike – do not write thank you note these days. Why? Perhaps they think writing a thank you note takes a lot of time, or perhaps they don't know how to write one.

Even the busiest people can find time to write thank you notes. They don't have to be long or fancy. My minister is a very busy man, but he always takes the time to send a hand-written note of thanks to people to express his appreciation for all they do.

Children should learn to express appreciation at an early age, so this life skill lesson will help students learn how to write a thank you note.

- Fred Loe, L.O.V.E. Chair Emeritus

Psst! The Secret to Writing a Good Thank You Note Examples and Worksheet

Learning objectives: To understand why writing thank you notes is an important life skill. To know what makes a good thank you note. To gain experience writing a thank you note.

Lesson to discuss with your student: When someone has given you a present, helped you, invited you to go somewhere together or to their home, or done something else that is special, it's time to show your appreciation (and good manners) by sending them a thank you note. Thank you notes should be: **P**ersonal, **S**incere, **S**pecific, and **T**imely. Each starts with a salutation (greeting), has a thank you message, and then closes with your signature. Here are a few examples.

Example 1: Thanking someone for a present

Salutation: Dear Angelique,

Message: I was so happy you could come to my birthday party. Thank you for the friendship bracelet kit. I love crafts and can't wait to make a bracelet for you.

Closing: Your friend,

Signature: LaVonne

Example 2: Thanking someone for their help

Salutation: Anthony,

Message: Thanks for letting me borrow your bike while mine was getting fixed. With your help, I got my books back to the library on time.

Closing: Your friend,

Signature: Reggie



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Thank You Note Worksheet

Fill in the blanks, and see how easy it can be to write a thank you note.

1. Choose a Salutation

Dear _____, (use their first name for a friend or someone who is your age)

Dear _____, (use Aunt, Uncle... before their name for an older relative)

Dear _____, (use Mr./Mrs./Ms./Dr. followed by their last name for an adult who is not related to you or a professional)

2. Write the Thank You Message

- **Thanking someone for a gift**

Thank you for the _____ (ex. new game, sweater, other gift) you gave me for _____ (ex. my birthday, other occasion). It is _____ (ex. just what I wanted, really awesome, so thoughtful). I will enjoy _____ (ex. playing with, wearing, using) it, and will think of you when I do. Thank you.

- **Thanking someone for a gift of money**

Thank you for the money for _____ (ex. my birthday, other occasion). I bought a _____ with it. Thank you for your _____ (ex. thoughtfulness, kindness, generosity). **OR:**
Thank you for the money for (ex. my birthday, other occasion). I am saving up to pay for _____. Thank you very much!

- **Thanking someone for help with homework**

Thank you for helping me with my _____ (insert type of homework). I needed help and am so _____ (ex. glad, relieved, grateful) you could help me. I learned a lot and enjoyed being with you. Thanks again!

- **Thanking someone for a visit**

Thank you for visiting me _____ (ex. insert when or where). It was _____ (ex. fun, wonderful, special) seeing you. I especially liked _____ (ex. going to the park, dinner, playing outside, reading together). I can't wait to see you _____ (ex. again soon, other time). Thank you!

3. Choose a Closing such as Love, Your friend, With thanks, or Sincerely. Remember to put a comma after it.

4. Sign your name!

**Is there someone you would like to thank?
Send them a thank you note!**