



How To Write a Meaningful Thank-You Note

Seniors, use these tips for personal handwritten notes.

Nuts and bolts

- Use blue or black ink
- Write legibly
- Put the date and year in the upper right-hand corner

Greet the giver

- Dear Mr./Mrs./Ms./Dr. _____,
- If the contact is the business owner or the representative of a company, begin with Dear _____, thank you and ABC Company for...

Express gratitude

On behalf of the Senior Class of (year), thank you for:

- your kindness
- your kind donation
- your considerate gift
- your generosity
- your meaningful support
- your generous contribution
- the (list merchandise) your organization contributed

Mention what they donated to

- toward this year's Project Celebration, our alcohol-free and drug-free graduation party.

One more thing

Add a sentence to let the giver know what their gift means to you. This conveys that you put some intentional thought into the thank-you note, especially if you know the giver personally.

- I am proud to be part of a community that invests so much in the lives of _____ High School students.
- You have really made a difference in the lives of the seniors at _____ High School.
- It is so encouraging to know that our community supports _____ High School students in so many ways.

Wrap it up

- Thank you again for your generosity.
- Many thanks for your continuous support.
- Once again, thank you very much for your gift.

Last but not least...

- Sincerely,
- Best regards,
- Sign your own name and add "and the Class of _____"
- Don't forget to address the envelope!