

Thank You Letters

"The Power of the Pen"

How to Write a Thank You Letter

Many people say "thank you" using text messages or chat these days, but nothing beats writing an old-fashioned thank you letter. For interviews, mail your thank you card within 24-48 hours after the interview.

It's a meaningful way to express gratitude when you received a gift or were the recipient of someone's thoughtful action. Address your letter warmly and make it personal and sincere.

If someone went to the trouble of giving you a gift, the nice thing to do is send them your letter in a format that shows you're sincerely grateful.

The style of your note will be a little different depending on who's receiving it. Keeping the nature of the gift in mind, think about what type of note would be most appropriate. No matter what, you want to leave the person receiving the note feeling that you're sincerely grateful.

Choosing Your Format

A handwritten letter will convey a slightly more personal look, but what matters is the effort you're making to craft a letter and send it. Use a pen with black or blue ink.

While dashing off a note on a torn piece of scrap paper demonstrates your interesting character, it's considered more polite to use a nice piece of stationary or a thank you card.

Stationary doesn't have to be fancy. Look for heavier-weight paper made with cotton or another high-quality material. It's fine to use stationary with a design or your initials.

Packs of thank you cards are sold in stationary shops and drug stores. Consider getting more than one so you'll have more cards on hand for next time.

Composing the Letter

Open with a salutation. Begin your thank you letter by addressing the person in the way that feels most natural. You must decide whether your relationship is informal enough to use the person's first name, or if you should start with "Mr." or "Ms.," as you would for someone you don't know very well. In almost every situation, starting with "Dear [person's name]," is appropriate.

Express your gratitude sincerely. Thank you notes are usually short and to the point, so start by thanking the person right away. Be specific about what you're grateful for. Describing the gift a little will make it clear that you've thought about it and it's something you cherish.

Here are a few examples of opening lines:

- "Thank you so much for the beautiful sweater you gave me for my birthday!"
- "You are such a dear for coming to my opening night."
- "I am very grateful for your assistance with my senior project this semester."

Write a few lines about how much it meant to you. After clearly stating what you're thankful for, describe your feelings about the gift or the act of kindness you received. For example, you could say,

- "You are such a dear for coming to my opening night. It made me happy to see your bright smile in the audience. I think knowing you were there helped calm my stage fright."

- "I am very grateful for your assistance with my senior project this semester. You have a lot of students depending on you, and I really appreciate your taking the time to give me so much individual attention."

Inquire after the other person or share a little news. Now that you've expressed your gratitude, it's nice to write another few lines that show you care about the person. Ask some questions, and share information about your life. This makes all the difference between a dashed-off note and an actual thank you letter, and the recipient will take even more pleasure in receiving your words. For example, you could write,

- "It was fun to catch up with you at the party. How are things going with Bobby's soccer team? He has natural talent. Leigh has been asking about him every day. We can't wait to see you this Christmas."
- "Will you be returning to New York again soon? Next time, I want to take you to dinner at my favorite spot. It'll be nice to have a full-length conversation, rather than rushing to catch up backstage!"
- "I wish you the best with your research this summer, and look forward to seeing you at the NSTA conference in the fall."

Close the letter. Here are a few examples of popular closings:

- For a letter to a loved one:

Love, Tom

- For a letter to a friend:

Thanks again and hope to see you soon, Tom

- For a letter to a colleague:

Sincerely, Tom



Addressing the Envelope

Sally Student
302 Red, White and Blue Ave.
Wilmington, NC 28409



Sam Student
405 Liberty Lane
Wilmington, NC 28409

Writing a Thank You Note

Date

Dear *(Name)*,

Thank you for taking time out of your busy schedule to share with us your vast educational and professional backgrounds. We all learned a lot and are very excited about making our future educational and business careers the best possible. Perhaps we will see you in class one day at Kent State University.

Again, thank you for your time. We really appreciate it!

(Sign your name)

Maple Heights High School Marketing

Writing a Thank You Note

Date

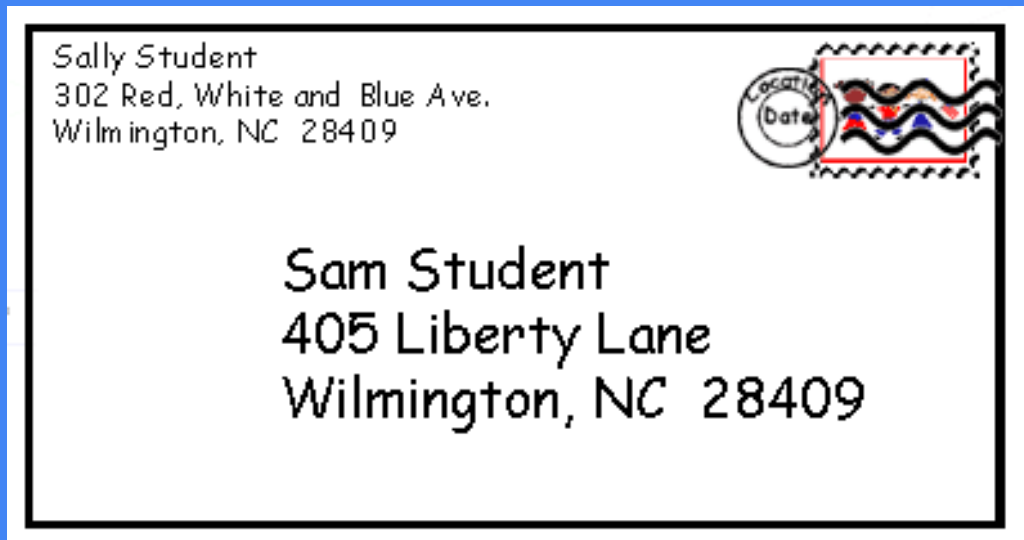
Dear *(Name)*,

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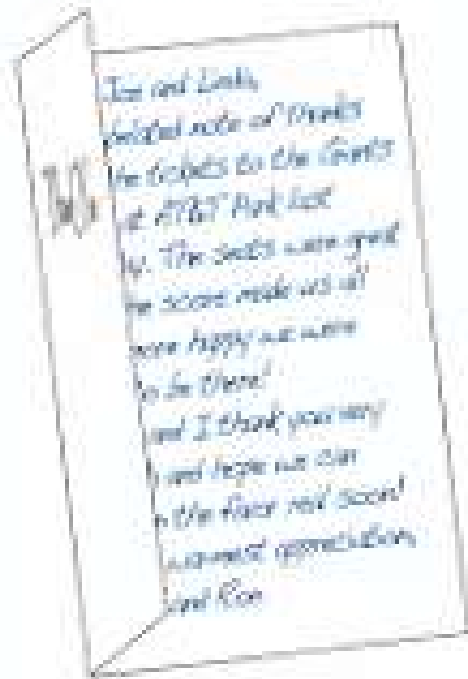
Again, thank you for your time. We really appreciate it!

(Sign your name)

Maple Heights High School Marketing



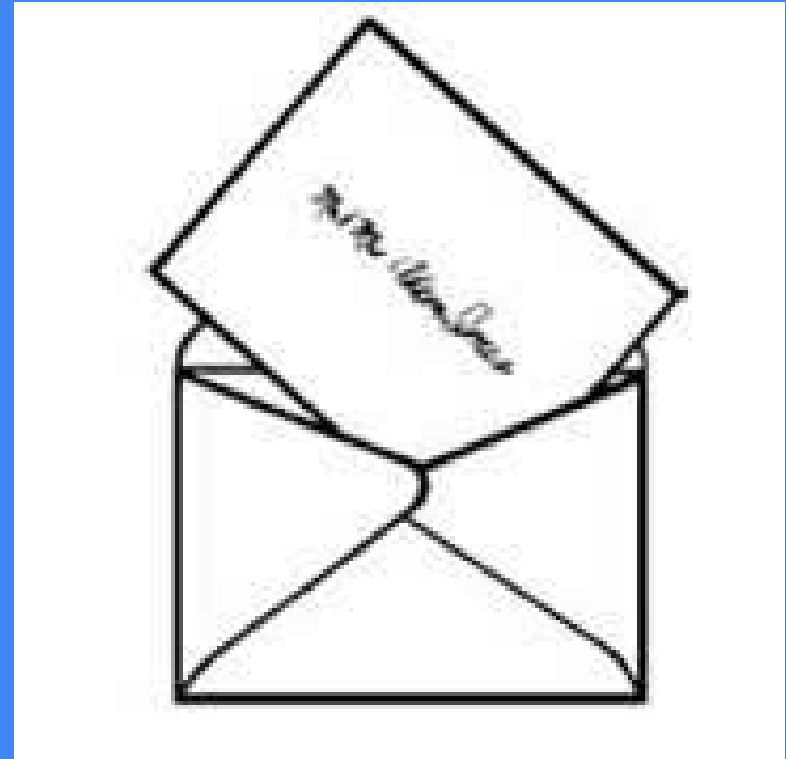
Writing Thank You Letters & Envelopes



Thank you cards are available in a vast amount of styles to express yourself and range from plain to customized designs.

Some friendly reminders to keep in mind when writing your Thank You card:

- Write on the bottom half of the card (or if folded sideways, on the right side).
- Place the card in the envelope with the design facing forward when opened



Remember to address the front of the envelope with the backside opening at the top:



Time to Practice!

1. Send me ONE (1) thank you EMAIL pretending I am an employer where you interviewed this morning for a job you are REALLY interested in obtaining. Remember to include what you discussed in the employability unit.

thomas.griffin@mapleschools.com

1. On the attached paper, draft TWO (2) thank you notes using the following guidelines:
 - a. ONE is to go to an employer for a job interview you had today at your current employer with your current boss. This interview was for a promotion you know you would be great at and really want. (2A should be different from the email you sent in 1)
 - b. ONE is to go to a friend, family member or colleague thanking them for something they did for you, bought you as a gift or whatever reason you can think of on your own that is deserving of a handwritten thank you note. Think about sending a Mother's Day card to your mom