

Writing a Thank-You Note

Name: _____

A good thank-you note says what the gift was and why it mattered.

Dear _____,

Say what you are thanking them for.

Say what you liked about it, or how you will use it.

Finish with a warm closing line.

Thank you,

Now write a second note to somebody else, in your own words. This time there are no prompts — use the same five parts.

Dear _____,

Thank you,