Why should you write a thank-you note?

» To show appreciation for someone supporting you
» To acknowledge a gift, donation or service
» To provide recognition to someone who has done a good deed

When should you write a thank-you note?

» After receiving any type of gift
» After attending a job interview
» After someone donates to a cause in your name
» After someone goes above and beyond the expected
» After someone writes a letter of recommendation for you
» After someone helps you with a project or endeavor
» If you want to make a good impression
» If you are unsure of whether or not to write a thank-you note (Write one!)

How should you write a thank-you note? A good thank-you note has seven main components:

Dear Aunt Sara,

Thank you for the wonderful sweater you sent me for Christmas. I appreciate your thinking of me at the holidays. I look forward to wearing the sweater this winter as it always gets cold here in Michigan. I am having a great 8th grade year and am playing on the basketball team this spring. I am looking forward to that! Thanks again for thinking of me!

Love,
Katie

1. A greeting to the thank-you note recipient (Dear . . . )
2. The specific reason you are thanking them (Mention what they bought, gave or did. This is always important to do first.)
3. The reason why you appreciate them (They supported you, were thoughtful and gave a gift, went out of their way to help you out or other reasons.)
4. How you plan to use the gift or why the gift or act of service was important to you (You will use it to save for college; you really enjoy playing the game; you can't wait to go shopping with the gift card; you know you have a great chance at the scholarship because of the letter of recommendation — or other ways.)
5. A comment or detail about yourself, an update on your life or a positive comment (This is a great time to share news on your life or to add a positive remark about the recipient.)
6. A repeat of your thank-you (You may leave this out if you sign “with thanks” at your closing.)
7. A closing and signature of your name (With thanks, Name or Sincerely, Name)
More Thank-You Note Examples...

Dear Mrs. Jones,

Thank you for attending my spring band concert. It was great to see you in the audience! I am so glad to have such nice neighbors who support my school events. I really enjoy being in band and love playing my clarinet. I hope to go to band camp this summer.

Thank you,

Nick

Dear Reader,

Thank you for reading this informational handout. I appreciate your taking the time to read about the importance of thank-you notes and how to write a good one. I hope you learned something new.

Thank-you notes are an important part of good communication and relationship building. I am sure having this skill will benefit you throughout your life.

Thanks again for your time and all the best to you in your future endeavors.

Sincerely,

Laurie

Your note should be:

» Hand written in blue or black ink
» Neat and legible
» On a note card or good quality paper (Lined paper or index cards are not a good choice.)
» Personalized to the situation

TIP: In the case of a job interview, you may send a thank-you note in email form if the employer will be reaching a decision quickly. The key is to make it personal.

ACKNOWLEDGMENTS


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