

A NOTE ABOUT THANK YOU NOTES!

Always send a thank you note when:

1. you receive a gift (money, items, etc.)
2. you have been a guest at someone's home.
3. someone does a special favor for you.
4. you have gone on a job interview.



Thank you notes are best written on a piece of stationery. Hand written notes are best except when written for a business. A thank you note should be at least two paragraphs long.

A sample note is given for reference below:

February 15, 1994 <--Date

Dear Brad,

<-----Greeting followed by a comma

State what you are grateful for----->

I would like to thank you for the box of chocolates you gave me for Valentine's Day. How did you know that I like Laymond's Chocolates the best?

<---State something you liked or enjoyed about the gift

Add a closing remark----->

I hope we can still get together at my house on Friday. I will make my favorite dish-- lasagna! We can have chocolates for dessert!

Gratefully, <----- Closing

Jennifer <----- Your name

