

Writing a Stellar Thank You Note



Easy Steps!

- 1** Dear _____,
(optional) **Say something personal.**
- 2** Thank you for the _____.
(Be specific!)
- 3** Name something you like about it or how you plan to use it. (If they gave money, say how you'll spend or save it.)
- 4** Add something personal (again).
- 5** Thank them (again).
- 6** Closing and sign your name.

For example:

Dear Aunt Betty,

I was so glad you were able to come to my birthday party. It was really special that you traveled all that way to celebrate with me! Thank you so much for the notebook and pencil set. I love the rainbows on the cover of the notebook, since I just learned about them in science class at school! I'm actually using one of the pens to write this note right now, and I love it! Purple is one of my favorite colors. I can't wait to see you at our family's Christmas party. Thank you again for being so thoughtful.

Love,
Tiffany

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Thank you again for being so
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Love,
Tiffany