

# how to write a thank you note

- 1 GREETING  
greet the giver by name.
- 2 THANK YOU  
thank the giver for the gift or act of service. it's okay if it's simple--this is a sincere expression of appreciation.
- 3 TALK ABOUT USE  
say something nice about the item, then talk about how you're going to use it. if it was an act of service, describe its impact, and what it meant to you.
- 4 GET PERSONAL  
talk about what they mean to you personally. if you don't know them well, say what you know, or something along the lines of "i'm thinking of you, and hope you're doing well."
- 5 THANKS AGAIN  
you can never say thank you enough! end with "thanks again".
- 6 SIGNATURE  
love, sincerely, truly, etc., then sign your name.

