

## How to write a thank you note.

Looking for a new way to say the same old thing? Here are a few wording ideas that should warm up your letter:

Instead of saying "**Thank you for the...**", try:

- I so appreciate...
- I loved the...
- How did you know I wanted a...?

Instead of saying "**It's great,**" how about:

- It's truly excellent
- It's sensational
- It's fantastic
- It's the envy of the neighborhood

Instead of saying "**It's pretty,**" substitute:

- It's gorgeous or stunning
- It's charming or delightful
- It's elegant or exquisite
- It's perfect or "so me"

## Why Bother with Thanking?

Whether it's a close friend or a business colleague, saying "thank you" is always important. **Why is it necessary to show gratitude?** Lots of clinically proven reasons:

- It makes people happy (both those giving and receiving the note)
- It improves students' grades
- It gives people more energy
- It encourages others to bestow even more gifts upon you and others!

Another reason to thank those around you: **It's good manners.** Though it's not clinically proven, it is certainly culturally true. And good manners help you more than you realize.

The trick is to just start writing. You don't need to come up with the perfect thank you note. Simply let them know you appreciate it.

When have you ever wished someone hadn't thanked you?

### **Here's how to get started**

1. Dear [Name of person]. If "Dear" sounds too formal to you and you know the person well, you can get away with "Hi", as in "Hi Michelle!"
2. Thank you for the [description of gift] [name of gift].

*Example:* Thank you for the fuzzy brown scarf.

3. At least one sentence about the item; something you did with it, a reason you like it, when you plan to use it. Ideally, make the sentence 2 parts, like the example below. This makes the note feel more sincere.

*Example:* It matches many of my clothes and I know I'll use it on my trip to Iceland.

4. Tell the giver you appreciate the thought or time they put into it and the occasion for which the gift was given.

*Example:* It was so thoughtful of you to think of me on my birthday.

5. Mention something about the giver such as family members or something happening in their lives.

*Example:* Best wishes to Tom and the kids. OR Have a great time in Maine next month. I look forward to hearing about it!

6. Sign off. "Love" is fine for family members and close friends. For others, some choices are "Yours Truly", "Regards", or "Warm Regards".
7. Sign your name. Don't make this an autograph scrawl; neaten it up so you they know it's you.

That's it! Learning how to write a thank you note is not as exhausting as you may have thought. Once you know how to write a couple of sentences that truly express your feelings, you'll find it's a piece of cake to crank out those thank you notes. And you'll feel good that your gift-giver knows you really mean it.