

Writing Thank You Notes



Why Write Thank You Notes?

- To acknowledge a kind gesture
- To express appreciation
- To make a positive impression
- Write thank you notes for:
 - Gifts received
 - Kindnesses shown
 - References written
 - Following up after a job or internship interview
 - Other personal reasons



Thank You Note Template

- Start with a basic template/outline
- Fill in the appropriate specific information
- Personalize and individualize it to suit your own communication style and your relationship with the recipient

7-Step Thank You Note Template

1. Salutation
2. Directly say “thank you.”
3. Express your appreciation in more detail.
4. Comment about how nice it was for the giver to do this for you.
5. Closing niceties, such as a greeting or well-wishes
6. Wrap up by thanking the giver one more time
7. Sign off

Step	Examples
1. Salutation	<p>Dear Aunt Beth,</p> <p>Dear Professor Carver,</p> <p>Dr. Smith:</p>

Step	Examples
<p>2. Directly say “thank you.”</p>	
<p><i>For a gift:</i> Specifically mention the gift and the occasion for which it was received. Use a positive adjective to describe the gift.</p>	<p>Thank you for the lovely watch you gave me for my birthday.</p> <p>Thank you so much for the generous check you sent me for my graduation.</p>
<p><i>For an action/event:</i> Specifically mention the action or event and the occasion it was associated with.</p>	<p>Thank you very much for writing letters of reference to accompany my scholarship applications.</p> <p>Thank you for the opportunity to interview for the summer internship position on Monday.</p>

Step	Examples
3. Express your appreciation in more detail.	
<p><i>For a gift:</i></p> <p>Tell the giver why you liked the gift in more detail. If you have a hard time thinking of a specific compliment, say something generic, like “I love it!”</p>	<p>The gift card will come in handy for buying coffee on the way to my morning classes.</p> <p>I can’t wait to put the new blanket on the bed in my dorm room.</p>
<p><i>For an action/event:</i></p> <p>Mention a specific positive effect of the action or a positive detail associated with the event.</p>	<p>I definitely think it strengthened my application for the committee to hear from someone who has taught me in a laboratory course.</p> <p>I enjoyed learning about the program and the opportunities it would provide.</p>

Step	Examples
4. Comment on how nice it was for the giver to do this for you	<p>It was so thoughtful of you to remember me.</p> <p>What a generous and kind gift!</p> <p>It's kindnesses like yours that have made getting through this difficult time easier.</p> <p>I know you're extremely busy at this time of year, and it meant so much to me that you took the time to be there.</p>

Step	Examples
5. Closing niceties, such as a greeting or well-wishes	<p>I hope you and Uncle Lloyd are doing well and enjoying your summer.</p> <p>Please tell Marcus I send my love, and give Spot a pat on the head from me! Let's plan to get together the next time I visit Fargo.</p> <p>I'll miss seeing you at Sunday dinners once I leave for ECU, but I know we'll keep in touch on Facebook.</p> <p>I hope the upcoming merger goes smoothly for your department. I look forward to keeping up with it in the company's newsletter.</p> <p>Best of luck with your presentation at the conference next week!</p>

Step	Examples
<p>6. Wrap it up by thanking the giver one more time.</p>	<p>Thanks again!</p> <p>Thank you again for this opportunity! I look forward to hearing from you.</p>
<p>7. Sign off</p> <p>Select an appropriate sign-off based on your relationship with the giver.</p>	<p>Love, Wilbur</p> <p>Sincerely, Morris Winchester</p> <p>Best Wishes, Kerry</p> <p>Regards, Melvin Allen</p>

Sample Professional Thank You Note

Dear Professor Smith:

Thank you for writing letters of reference to accompany my scholarship applications. I definitely think it strengthened my application for the committee members to hear from someone who has taught me in a laboratory course. I really appreciate your taking the time to recommend me, especially at such a busy time of the year. I hope the rest of your semester goes well, and I'll keep you posted about whether I receive any of the scholarships. Thanks again!

Sincerely,

Jimmy Huffington

Sample Personal Thank You Note

Dear Aunt Bethany,

Thank you so much for the awesome care package you sent to me at school! My roommate and I are having a great time playing with the stress-ball toys, and I think I made some new friends on my hall by sharing a few of your amazing homemade cookies. (The rest are safely stashed under my bed to make sure they last as long as possible!) You must have known that I was having a stressful time, because it was exactly the kind of fun pick-me-up that I needed to turn my whole week around for the better. Thank you so much for both the treats and the sweet note, and I can't wait to give you a big hug when I see you over winter break!

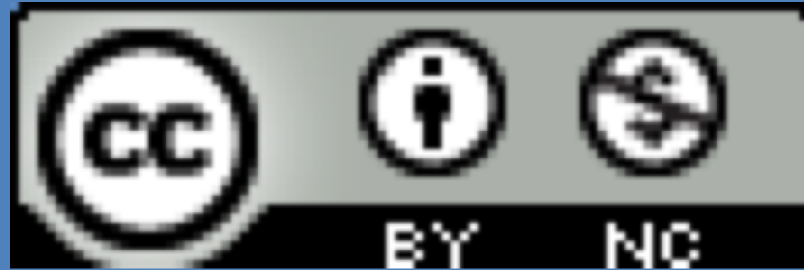
Love,

Alice

Additional Thank You Note Tips

- Be prompt
- Better late than never
- Handwrite your notes
- Make them personal
- Keep a list





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