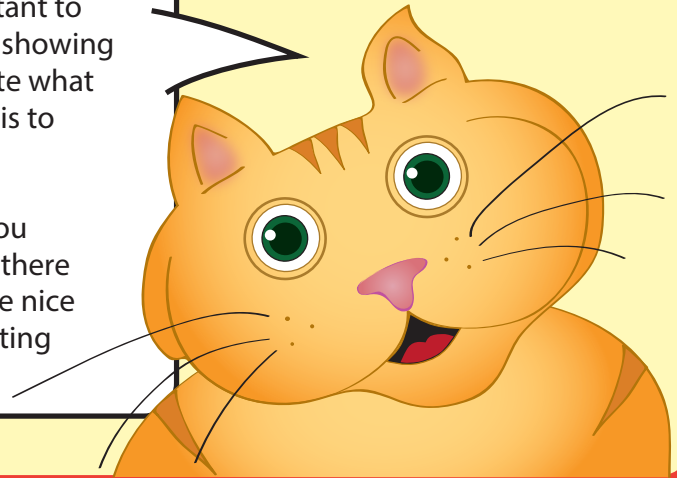


# Writing a Thank You Letter

When people do something nice for you, it is important to thank them. Each time you thank someone, you are showing that you have good manners and that you appreciate what they have done. One great way of saying thank you is to write a letter.

Is there someone you would like to thank? Maybe you would like to say thank you to a friend or teacher. Is there a family member who deserves your thanks for some nice thing they have done to help you? Let's practice writing a thank you note together.



Use the questions and prompts below to help you write a thank you note to somebody special in your life.

Dear \_\_\_\_\_,

What good thing has this person done? Thank him or her sincerely. How did you feel when he or she did something nice for you?

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Did something good happen to you because of this person's actions? Tell him or her any good news you might have. Is there anything else you would like to share with this person?

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Once more, thank the person for his or her kindness and generosity. Tell him or her how much you appreciate having someone like him or her in your life and that you look forward to seeing him or her again.

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Closing \_\_\_\_\_

Signature \_\_\_\_\_