

# Thank You Reference Guide ©2017

## WHO

Make a list of everyone you need to thank. If your thank you notes are the result of a party in your honor, write down the names of those who sent or brought a gift, whether it came by mail, email, or in person. Then add in the friends who did *anything* to help out with the get-together—planning, decorating, and running errands and so on. Thank you notes can be writing for someone doing a caring act for you, making you lunch, organizing your medical appointments, or simply lending a listening ear during a difficult time for you.

## WHAT

Here's the basic template for a good thank-you note along with a few sample phrases to get you started.

**1. Greeting.** Don't forget to make sure you're using the correct form and spelling of the person's name, as well as anyone else's mentioned in the note.

- *Dear Aunt Sharon and Uncle Bob,*

**2. Express your thanks.** Begin with the two most important words: Thank you.

- *Thank you so much for...*
- *It made my day when I opened...*
- *I'm so grateful you were there when...*

**3. Add specific details.** Tell them how you plan to use or display their gift. It shows them that you really appreciate the thought that went into it. Even if it's cold hard cash, describe how you'll spend the stuff. If you are thanking someone for an act of kindness, describe the act and how much you appreciated it or how the timing was good.

- *Here's a picture of me with my new briefcase. I look so professional!*
- *I can't wait to use the birthday money you sent to decorate my dorm room.*
- *The going-away party meant so much to me. Having all my friends and family in one place was something I'll never forget.*
- *I am so grateful for your listening ear, I don't know what I would do without a friend (sister, brother, mother) like you.*

**4. Look ahead.** Mention the next time you might see them, or just let them know you're thinking of them, or simply thank them for being a part of your life.

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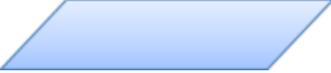
- *We look forward to seeing you next month at Lucy's party.*
- *I am so grateful to have you in my life!*

**5. Restate your thanks.** Add details to thank them in a different way.

- *Again, thank you for your generosity. I'm so excited about college. I'll let you know all about it when I get settled.*
- *We felt so blessed that you made the trip to be with us on our wedding day. We can't wait to see you again soon!*
- *I am so lucky to have people like you in my life.*

**6. End with your regards.** "Sincerely" is a safe standby, but for closer relationships, you might choose a warmer option.

- *With love,*
- *Many thanks,*
- *Yours truly,*



### WHEN

Try to send your thank-you notes out quickly. For events such as parties and showers, a good rule of thumb is to send your cards out within a month after the event. If it's later than that, start your note with a brief apology. "I've been meaning to tell you..."