

How to Write a Thank You Note

Introduction:

It is not necessary to send a handwritten thank you note for every kindness, remembrance, gift or special occasion. However, sending a thoughtfully worded thank you note is a simple gesture of appreciation to thank someone who has spend money, sent a gift, or taken time to do something special for you. 4-H members who can be taught to send a thank you note as a matter of course for such things will be thought of highly. They will help make others regard the 4-H program with respect and therefore encourage future support. In this lesson, examples for special occasions which meant thank you notes are presented for discussion and the content of thank you notes is reviewed. Several thank you notes are provided.

Objective:

- Learner will identify situations for which a thank you note is appropriate.
- Learner will develop skills which will help them write a thank you note.

Materials:

- Stationary or thank you notes and envelopes
- Thank you note workshop
- Notebook paper
- Pens and pencils
- Stamps

Directions:

Activity 1: When to write a thank you note

- Examine the situations on the worksheet and decide which situations merit sending a thank you.
- Write the number of the appropriate situation on the thank you note at the bottom of the sheet.

Follow up: Discuss why the selected answers warrant a thank you note. What extra effort was shown in #10?

Activity 2: How to write a thank you note

- Discuss the content of the thank you note. Share an outline or a list of things which should be included by the writer. What makes each thank you unique?
- Provide paper and pencils and ask the member to draft a note.
- Provide note paper or thank you cards and pens and ask each member to write a thank you note.
- Members should select one of the sample situations in which to write a thank you note.
- Member should be encouraged to write a thank you which is properly mailed.

Tips for writing an ideal Thank You Note

- Written on stationary, not on notebook, advertising or scrap paper.
- Legible, neat and easy to read
- The note should be handwritten, not typed.
- If more than one person at the receiving address should be thanked, list all names on both the envelope and the salutation.
- If non-family members at the receiving address should be thanked, send separate notes.
- The message should be brief and to the point.
- “Thank you very much” should be said only once in the note.

Things to Include in Your Note

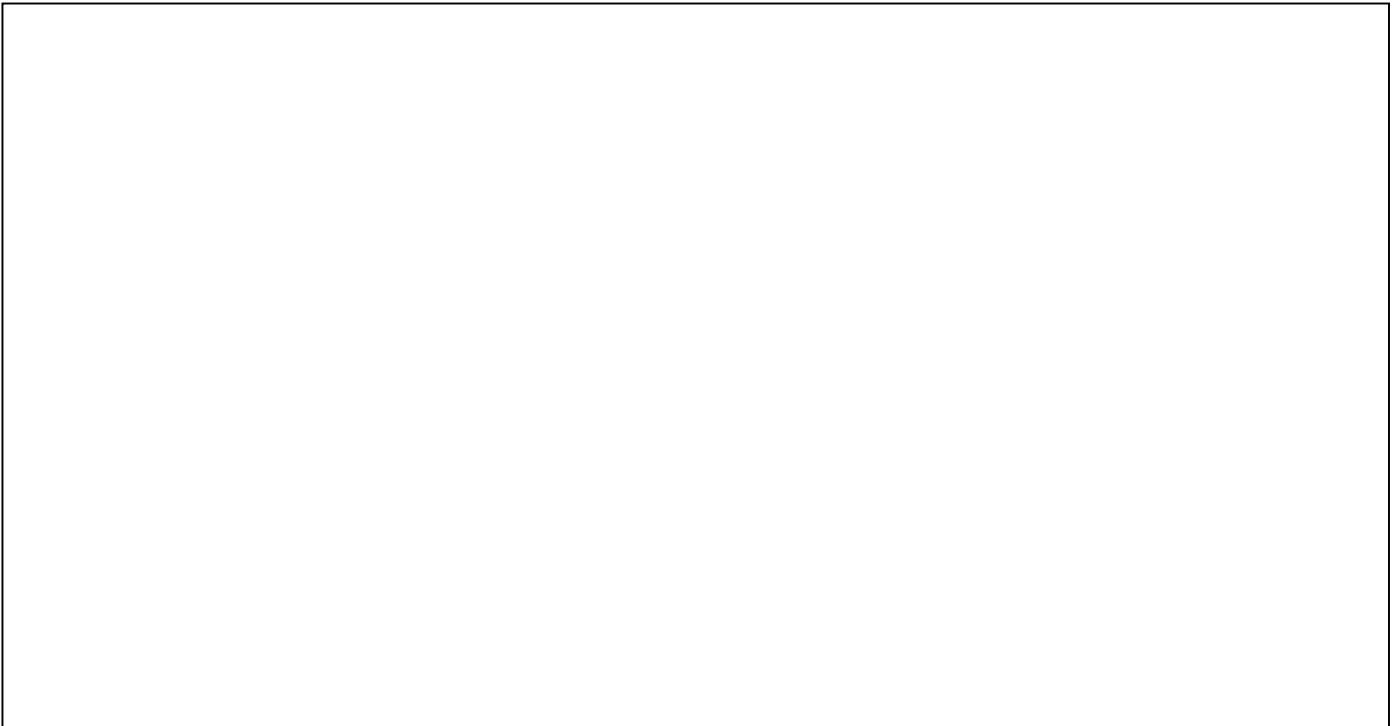
- The reason you are writing the note; (i.e.: for a gift or award).
- Mention the occasion for the recognition of the gift; (i.e.: 9th Birthday).
- Mention the gift specifically; (i.e.: showmanship trophy, green sweater, pen and pencil set)
- State why the gift is important to you; and share how you will utilize the award or gift. “With special awards for 4-H or Junior Fair, many people and organizations support the program annually. If you can tell the sponsor why this is important and what your participation means it is also helpful and encourages the sponsor to continue their support.”
- If you received money, tell the giver how you expect to use it. (Purchase clothing, an item you’ve saved for, save for college, etc.)
- Share any special, sentimental or unique meaning which the gift may have.

Thinking Questions:

1. What is the nicest thing someone has ever done for you or given to you? (Ask for examples)
2. How did you let that person know you appreciated what he/she did for you? (Thanked them, reciprocated, etc.)
3. What is the purpose of the thank you note? (To show gratitude or appreciation)
4. How is writing a thank you note to someone different from just saying “thank you”? (It’s lasting, takes time to write, shows that you made an effort, really appreciated their gift, etc.)
5. When is it appropriate to send a written thank you note to someone? (If they live far away, if someone gave you a gift, if someone did something very special for you, etc.)
6. What else could you say in a note besides just “thank you”? (Tell why you appreciated the gift, tell how you will use it, compliment the giver on what good taste they have, pass along any compliments you received on the gift, etc.)

Write a sample thank you letter in this box:

(Be sure to include a date, salutation, and your signature. Be creative; write or print neatly, check your spelling, grammar and punctuation)



Draw your thank you card design in the box below. Your design can go either direction in the box:

