

Write On! Thank You, Thank You Very Much

Writing a Thank You Letter

There can be times in life when you want to say thank you to someone in writing. Have you ever done this before? Did you ever write a thank you note for a birthday present? Have you ever written a thank you note for a job interview? You may want to write a note to a teacher or a friend who has helped you out. There are many reasons to write thank you letters. A gift can be something **tangible** like a sweater or food. A gift can also be a special act of kindness. It can be something someone has done for you like when a friend drives you to the store. In this lesson, you will learn how to write a thank you note.

Brainstorming: Coming Up with Ideas

Whenever you write, you want to organize your thoughts first. That way your ideas will be clearer and easier to express. Let's start by thinking of who you might send a thank you letter. Has a friend helped you out lately? Did someone lend you money when you needed it? Has someone brought you some food or another present? If you can't think of anyone, write a note to the teacher who has helped you with this lesson.

Complete this chart. It is a graphic organizer. It will help you organize your thoughts. Answer the questions and you will be able to start your note.

| | |
|---|--|
| Who do you want to write your letter to? (A friend? Your teacher?) | |
| What did this person do for you? | |
| How do you feel about getting this gift? | |
| How will you use the gift? | |

Write On! Thank You, Thank You Very Much

Writing *Your* Thank You Note

A thank you note is easy to write—if you know how. It has five parts to it. It should thank the reader for the gift. It should also let the reader know how you feel about the present and what you will do with it. Look at the **formula** below:

1. The opening starts with the word *Dear* followed by the person's name. The opening is also called the **salutation**.
2. Say *thank you* and write a sentence about how you feel about the gift.
3. Tell why the gift was important to you.
4. Thank the person again.
5. Sign your name.

Remember:

A gift can be a special act of kindness.

Here's an example

Dear Juan,

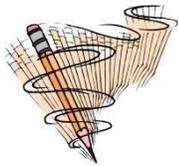
Thank you for the vegetables you brought over last night. That was a very nice thing to do.

I used the corn and lettuce to make dinner. My family really enjoyed it. I was happy to have them because I did not get to the store yesterday.

Thank you again for being so thoughtful. Next time you should stay for dinner.

Your name

Write On! Thank You, Thank You Very Much



Your turn

This **template** will help get you started. Write a note for a tangible gift someone gave you such as a sweater or food. Fill in the blanks below.

Dear _____,

Thank you for _____

(How did you feel about it?) _____

(Why was the gift important to you?) _____

(What will you use the present for?) _____

Thank you again for _____

Sign your name

Merci
Mèsi poutèt ou

Gracias

Danka

Grazie

Write On! Thank You, Thank You Very Much

Note-writing Checklist

- I addressed my letter by using the word *Dear* and the person's name.
- I told my reader thank you for the gift and told how I feel about it.
- I signed my name to the note.

Writing Traits Scored in this Lesson

| | Great Job 5 points | Almost There 3 points | Keep Working 1 point |
|-------------------------|--|---|---|
| Sentence Fluency | <ul style="list-style-type: none"> • Sentences start in different ways. • Sentence length varies. • The piece flows smoothly when read aloud. | <ul style="list-style-type: none"> • Some sentences start in different ways. • Most of the sentences vary in length. • Most of the writing flows smoothly when read aloud. | <ul style="list-style-type: none"> • All sentences start the same way. • There are too many short sentences. • The writing does not flow smoothly when read aloud. |
| Conventions | <ul style="list-style-type: none"> • Sentences are complete. • Punctuation and capitalization are used correctly. • Spelling is correct. | <ul style="list-style-type: none"> • Sentences are complete. • Capital letters and periods are used. • Spelling is mostly correct. | <ul style="list-style-type: none"> • Sentences run together. • Punctuation and capitalization are inconsistent. • Several words are misspelled. |

Words to Know

tangible: something that can be touched and felt

formula: a set of rules for a procedure, such as note writing

salutation: the opening or greeting in a letter

template: a guide to use in making something, rather than starting from scratch

rough draft: the first version of a piece of writing

