

# Thank You Notes - Please!

- ⇒ Write and send your note as promptly as possible.
- ⇒ Make your comments personal...and be sincere!
- ⇒ Check spelling, punctuation, and grammar...remember, you want to make a good impression.
- ⇒ Here are some good words for “Thank You Notes”:

Appreciated	Gratitude	Sincerely
Support	Gratefully	Happily
Helpful	Generous	Kindness

- ⇒ Remember to talk about:

The reason for the thank you gesture  
What was received from the person  
What happened as a result of the person’s actions  
Points that warrant appreciation

Dear Mrs. Jones,

*(Introduction - make sure you’re addressing the right person and are personal enough!)*

Thank you for your generous donation of cookies to our bake sale. The sale was very successful, and we were able to raise enough money to take our club trip to the zoo. We are very grateful for your kindness and hope that you will continue to support our 4-H club in the future.

*(Content of note - be genuine and make sure you’re specifically thanking them for their personal actions!)*

Sincerely,

*(Closing - make it personal and appropriate.)*

Carrie Clover and the  
Crazy Clover 4-H Club

*(Signature - say your name and the club name too!)*